

**Manhattanville in West Harlem Implementation Plan Report  
October 15, 2020 Submission**

**Declaration Reference and Key Data**

Obligation Section Numbers: **5.07(c)(xxv)( A) – (E)[i]-[iii]**

Obligation Title: **Community Information, Opportunities and Resources Center**

Obligation Page Number: **57-59**

Obligation Trigger: **Acquisition by ESD or CU of all Initial Stage 1 Condemnation Parcel(s)**

Obligation Start Date: **March 12, 2012**

Obligation End Date: **March 12, 2037 (25 Years from Commencement of the Center’s Full Operation)**

Obligation Status: **In Compliance**

**Obligation: Innovation/Changed Conditions**

In accordance with the Declaration of Covenants and Restrictions Section 5.08, Obligations 5.07 (c)(xxv)(A)-(E)[i]-[iii] are modified to clarify the obligations. In general, the scope of services to be provided has not been changed. Empire State Development and Columbia University agreed to this modification on November 28, 2018.

**Modified Language:**

*Community Information, Opportunities and Resources Center also referred to as the Columbia Employment Information Center (CEIC) or the “Center”.* Columbia University is already operating the Columbia University Employment Information Center (CEIC), which shall be maintained and enhanced to create the Community Information, Opportunities and Resources Center (the “Center”). The Center shall be located on the site where the existing Columbia University Employment and Career Center is located, or in a location in or near the Project Site. The Center shall commence full operation with the acquisition by ESD or CU of all Initial Stage 1 Condemnation Parcels, and continue operation for a 25-year period from commencement of full operation of the Center. The Center shall provide information on all benefits provided under this Section 5.07 and resources, including a hotline and website presence, to enable local residents and businesses to receive prompt notification of business opportunities and available jobs at Columbia University, to learn about construction schedules, safety and mitigation, and to receive information about community-oriented service programs (i.e. job training, technical assistance, clinics, mentoring, volunteerism). The Center shall provide bilingual services and shall be staffed, in part, by persons devoted exclusively to serving as liaison with the community with respect to the obligations incurred by Columbia in connection with the project. The estimated annual minimum value of maintaining the Center shall be \$325,000. Columbia shall collaborate with appropriate organizations to develop and maintain the center which shall provide, among other things, the following services:

- (A) Provide access to Columbia’s job listings with detailed descriptions of job qualifications, including a regularly updated information hotline to provide callers with information relating to Declarant’s employment opportunities and continuing counsel and assistance to local residents seeking employment with Declarant.
- (B) Coordinate Columbia’s resources with (i) appropriate job training centers, (ii) City, State and Federal agencies and (iii) other educational institutions and organizations to provide bilingual referral information regarding services for small businesses, leasing space from Declarant and facilitating access to integrated support services.

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- (C) Identify and provide referrals to training programs and classes in areas such as the skilled trades, administrative support, technology, management, and administration, and where feasible, coordinate with State and City education programs and institutions in the administration of such programs.
- (D) Coordinate and host job fairs and job training/job readiness in the community not less than once a year.
- (E) Assist local residents in the identification of business, education, training, and career opportunities that provide opportunities for hands-on learning, and competency based instruction based on industry standards. Such programs shall include one group session per month where up to forty (40) persons per session will receive:
  - [i] Referrals for skills training, internships and work-based learning opportunities with Declarant and through community-based organizations supported by Declarant.
  - [ii] A catalog of Declarant's community outreach programs.
  - [iii] Access to work-based learning programs for high school students, high school dropouts, individuals transitioning from welfare-to-work, individuals with special needs, and veterans.

**Evidence of Compliance**

- 1. Link to CEIC website
- 2. Link to website for CEIC job listings
- 3. Link to CEIC website with information regarding live job readiness training workshops
- 4. Link to online training portal
- 5. Annual report

Columbia University's Implementation Plan and all supporting documentation are made available on the Columbia Neighbors Webpage at <https://neighbors.columbia.edu/content/community-commitments>.

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**EOC Checklist for Obligation 5.07(c)(xxv):**

Please check to verify EOC items submitted for review.

- ☐ 1. Link to CEIC website
- ☐ 2. Link to website for CEIC job listings (JAC)
- ☐ 3. Link to CEIC website with information regarding live job readiness training workshops
- ☐ 4. Link to online training portal
- ☐ 5. Annual report

**Monitor's Notes / Comments:**

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**Status:**

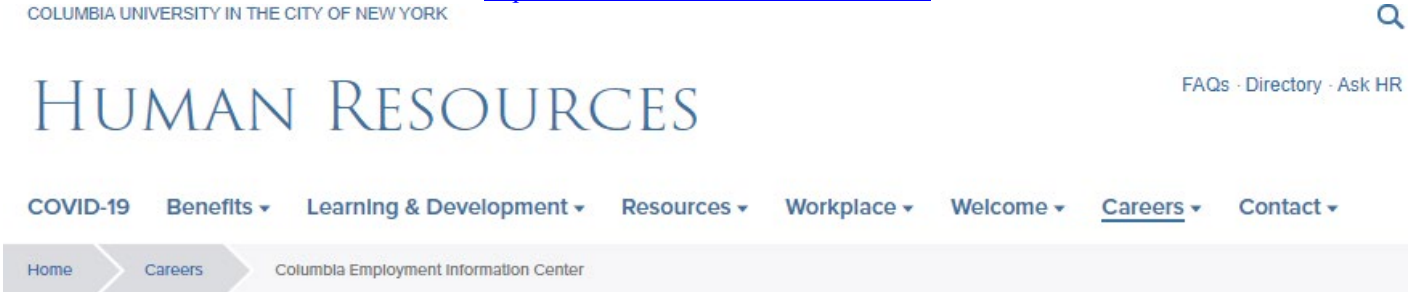
Please check to indicate the status of Obligation 5.07(c)(xxv):

- ☐ In Compliance
- ☐ In Progress
- ☐ Not In Compliance
- ☐ Not Triggered

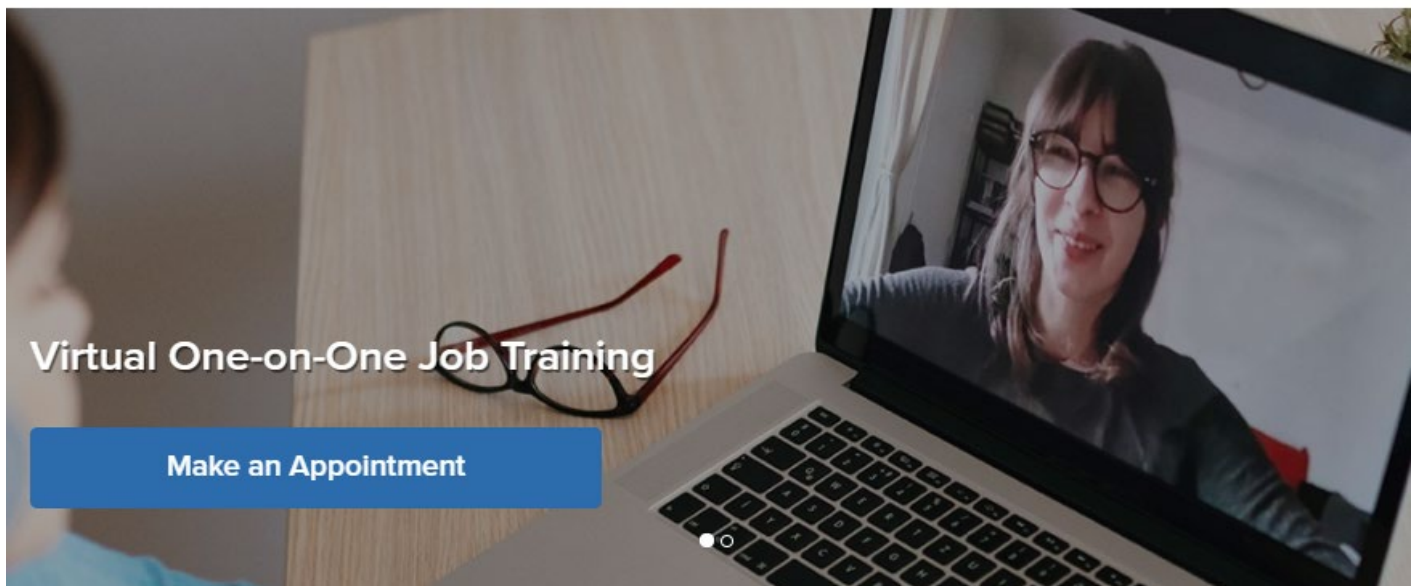
## Columbia Employment Information Center (CEIC)

Link to CEIC website:

<https://humanresources.columbia.edu/ceic>



## Columbia Employment Information Center



The Employment Center Office is closed until further notice. However, we are available to assist you remotely.

## Columbia Employment Information Center (CEIC)

Link to website for CEIC job listings:

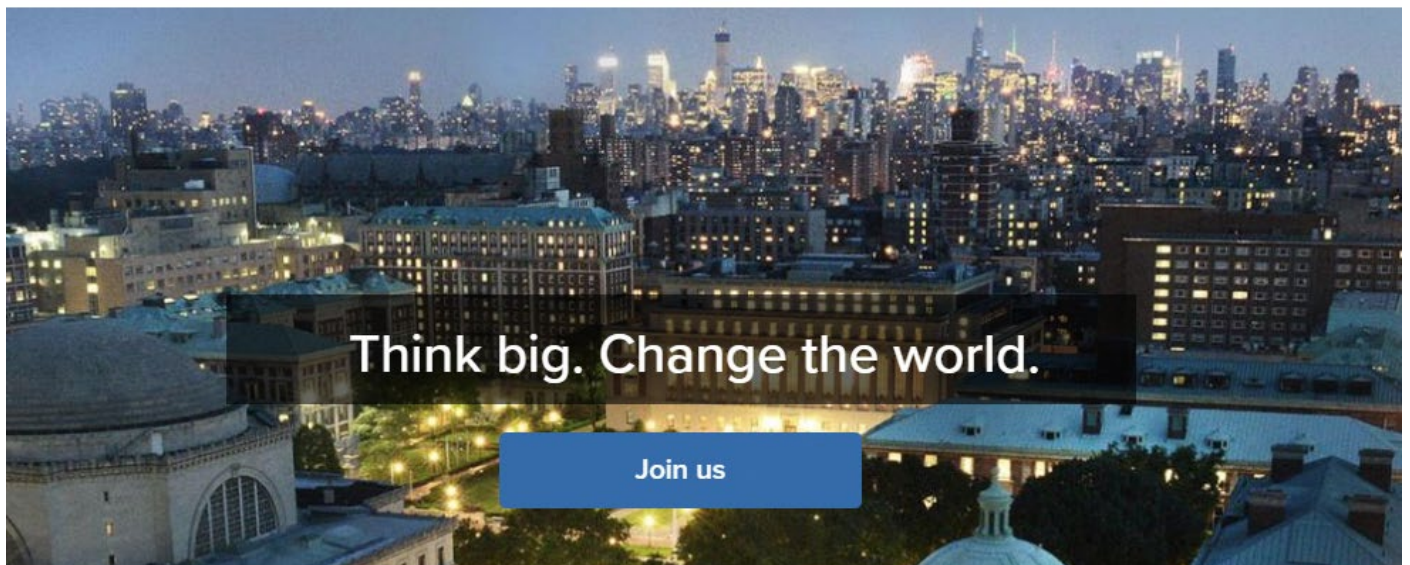
<https://careers.columbia.edu/>

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

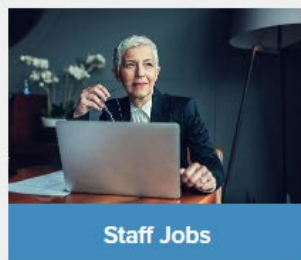


# CAREERS AT COLUMBIA

[Academic Jobs](#) [Staff Jobs](#) [Student Jobs](#) [How to Apply](#) [Think big](#)



## SEARCH FOR JOBS



## Columbia Employment Information Center (CEIC)

**Link to CEIC website with information regarding live job readiness training workshops:**

<https://humanresources.columbia.edu/content/free-employment-workshops>

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# HUMAN RESOURCES

FAQs · Directory · Ask HR

COVID-19 Benefits ▾ Learning & Development ▾ Resources ▾ Workplace ▾ Welcome ▾ Careers ▾ Contact ▾

Home > Careers > Columbia Employment Information Center > Free Employment Workshops

## Free Employment Workshops

**Until further notice all workshops will be held virtually.**

The Columbia Employment Information Center (CEIC) offers monthly workshops on job readiness, résumé building, job search techniques and interview preparation — all free of charge.

### Job Readiness Workshop

In this comprehensive workshop, you will assess your skills, learn techniques to effectively "sell" your abilities and locate the job suited to your future career goals. All Workshops are held the first Wednesday of the month. Topics include:

- Résumé Building
- Job Search Strategies
- Interview Skills
- Tips on How to Dress for Success

### Interviewing Skills

Once you land the interview, we will help prepare you for the process and impress your future employer. All Workshops are held the first Wednesday of the month. Topics include:



### MENU

#### Columbia Employment Info Center

Free Workshops  
How to Apply for Jobs  
Our Services and Mission  
Why Columbia?  
Assessment Form  
Construction Jobs

#### Contact Us

3180 Broadway, near the corner of 125 Street  
212-851-1551  
[communityjobs@columbia.edu](mailto:communityjobs@columbia.edu)





## Columbia Employment Information Center (CEIC)

### Link to Online Training Portal:

[https://www.linkedin.com/learning/login?dest=%2Flearning%2Fme%3Ftrk%3Demail\\_activation%26u%3D2139321&theme=learning&u=2139321](https://www.linkedin.com/learning/login?dest=%2Flearning%2Fme%3Ftrk%3Demail_activation%26u%3D2139321&theme=learning&u=2139321)



Welcome to LinkedIn Learning! Sign in using the same email address and password that you use on LinkedIn.com

[Forgot password?](#)

Sign in with LinkedIn



Sign in with your organization account

Not a member? [Join now](#)

## Annual Report: Columbia Employment Information Center (CEIC) - Record of Referrals

State Submission Annual Reporting Period: **October 2019 - September 2020**

The Columbia Employment Information Center (CEIC) identifies and provides training to local community members by offering live and online training sessions to job seekers at the Center and/or by making referrals to external outreach agencies that offer training programs.

**The Columbia Employment Information Center temporarily closed in mid- March due to COVID-19. However, the CEIC was available remotely to provide virtual assistance with resume and cover letter development, interview skills and job search strategies.**

**Participants can schedule a virtual one on one appointment, register to participate in a job readiness or interview skills workshop through the CEIC website at <https://humanresources.columbia.edu/ceic>.**

### Job Readiness Training Provided by the Columbia Employment Information Center

Month	Used Online Training	Attended Live Training	Attended One-on-One Training	Total
Oct-2019	170	11	99	280
Nov-2019	181	38	73	292
Dec-2019	183	7	64	254
Jan-2020	187	5	104	296
Feb-2020	191	31	65	287
Mar-2020	192	2	50	244
Apr-2020	193	4	9	206
May-2020	194	10	21	225
Jun-2020	194	5	17	216
Jul-2020	196	11	28	235
Aug-2020	196	11	17	224
Sep-2020	196	8	20	224
	<b>196**</b>	<b>143</b>	<b>567</b>	<b>2983</b>

**\*\*Online Training** is offered through LinkedIn Learning as of September 2018. The number listed for each month represents the cumulative total users month to date who have utilized LinkedIn Learning.

**Live Training** is conducted in group sessions. Topics at each session include Interviewing Skills, Resume Building, Job Search Strategies and tips on how to Dress for Success. For a listing of free job readiness and interviewing skills training workshops available at the Center, visit: <http://community-jobs.columbia.edu>

**One-on-One Training** is conducted in individual sessions. Topics are based on individual need, but may include topics discussed in live training sessions.

### Referrals to Positions at Columbia University Made by the Columbia Employment Information Center

Number of candidates placed in temporary positions at CU	Number of candidates placed in permanent positions at CU	Number of local candidates placed in temporary positions at CU	Number of local candidates placed in permanent positions at CU
<b>95</b>	<b>46</b>	<b>44</b>	<b>21</b>

### External Referrals to Training Programs Made by the Columbia Employment Information Center (by category)

Month	GED	ESL	Vocational Training*	NYC Agency Education & Workforce Training	Total
Oct-2019	0	1	0	0	1
Nov-2019	0	0	1	0	1
Dec-2019	0	2	0	0	2
Jan-2020	2	0	0	0	2
Feb-2020	1	1	0	0	2
Mar-2020	0	0	0	0	0
Apr-2020	0	0	0	0	0
May-2020	0	0	0	0	0
Jun-2020	0	0	0	0	0
Jul-2020	0	0	0	0	0
Aug-2020	0	0	0	0	0
Sep-2020	0	0	0	0	0
	<b>3</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>8</b>

\*Vocational training referrals include the areas of skilled trades, administrative support, technology, management, and administrative support.



## Annual Report: Columbia Employment Information Center (CEIC) Job Fairs

State Submission Annual Reporting Period: **October 2019 - September 2020**

### Job Fairs Hosted by Columbia University

Name of Job Fair	Job Fair Host(s)	Date	Location
Columbia University Career Expo	Columbia University	April 2, 2020	<i>Cancelled due to COVID-19</i>

### Job Fairs in which Columbia University Participated

Name of Job Fair	Job Fair Host(s)	Date	Location
Hispanic Federation & The New York Public Library Career Expo	Hispanic Federation & The New York Public Library Career Services	October 4, 2019	Bronx Library Center 310 East Kingsbridge Road Bronx, NY 10458
New York State Department of Labor Information Session	New York State Department of Labor	February 12, 2020	New York State Department of Labor Upper Manhattan Career Center 215 West 125th Street 6th Floor New York, NY 10027

### Additional Supporting Documentation

- Copies of Job Fair advertisement flyers

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## CAREER EXPO

**\*Entry to fair is staggered due to building capacity. Please be aware that you may have to wait to enter.**

**\*Bring multiple copies of your resume and dress professionally!**

**Friday, October 4, 2019  
11AM - 2PM**

**Bronx Library Center  
310 East Kingsbridge Road  
Bronx, NY 10458**

Meet with employers and training providers  
Connect to hiring and career development resources  
Walk away with advice and a connection to a multitude of job opportunities!

**Register NOW for this FREE event!**  
**To register visit: [nypl2019.eventbrite.com](https://nypl2019.eventbrite.com)**

For any questions contact:  
NYPL Career Services: 718-579-4260  
Hispanic Federation: 866-HF-AYUDA (432-9832)



New York  
Public  
Library

**CAREER**  
SERVICES

# HISPANIC FEDERATION & THE NEW YORK PUBLIC LIBRARY



## Exposición de Recursos y Carreras

\* La entrada a la feria será por grupo debido a la capacidad del edificio. Por favor tenga en cuenta que tendrá que esperar para entrar.

**\* ¡Traiga múltiples copias de su currículum y venga vestido profesionalmente!**

**viernes, 4 de octubre, 2019**

**11AM - 2PM**

**Bronx Library Center**

**310 East Kingsbridge Road**

**Bronx, NY 10458**

Conéctese a recursos de capacitación laboral, contratación y desarrollo profesional  
Conozca a empleadores y proveedores de entrenamiento  
¡Adquiera consejos y una conexión a una variedad de oportunidades de trabajo!

**Inscríbase aquí: [nypl2019.eventbrite.com](https://nypl2019.eventbrite.com)**

Para cualquier pregunta relacionada con la Feria Anual de Recursos y Carreras, llame: 718-579-4260



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**CAREER**  
SERVICES

# Information Session



**Department  
of Labor**

## **Date & Time:**

Wednesday  
February 12, 2020  
Starts at 11:30am



## **Location:**

Upper Manhattan Career Center  
215 W. 125 St, 6th Floor  
New York, NY 10027

## **Attending Businesses:**

- Montefiore
- Department of Veterans Affairs
- NYC Citywide Administrative Services
- Harlem Children's Zone
- Columbia University

## **Information Session:**

About the company, current opportunities, how to apply, what to expect after application, hiring process, Q&A.

## **Opportunities Available In:**

Government, IT, Professional, Trades, Sales, Education, Nonprofit and more.

## **Seats are limited, RSVP to attend:**

**Veterans** RSVP to [Gabriel.Nava@labor.ny.gov](mailto:Gabriel.Nava@labor.ny.gov)  
or 917-493-7213

**Non-Veterans** RSVP to [Darcie.Farella@labor.ny.gov](mailto:Darcie.Farella@labor.ny.gov)  
or 917-493-7062

**Bring Photo I.D., Dress for Success  
Resume to share (not required)**

Equal Opportunity Employer/ Program.

Auxiliary aids and services are available upon request to individuals with disabilities.

## Visit the Center

We invite you to visit the Employment Information Center and learn more about the employment opportunities at Columbia University.

The Center is open Monday through Friday, 9:00 a.m. to 5:00 p.m., and is conveniently located at 3180 Broadway, on the east side of the avenue, just south of 125<sup>th</sup> Street.

Although walk-ins are welcome, we also invite you to call (212) 851- 1551 or email [ceic@columbia.edu](mailto:ceic@columbia.edu) to make an appointment.

The Employment Information Center is easily accessible by public transportation: take the #1 subway line or either the M4 or M104 bus to 125<sup>th</sup> Street, just steps from the Employment Information Center.



## We're Here to Help

Columbia University offers a wide range of employment opportunities and now provides improved services for people who are interested in working at the University.

To make employment information and applying for jobs more accessible, we opened the Employment Information Center at 3180 Broadway (just south of 125<sup>th</sup> Street) in West Harlem.

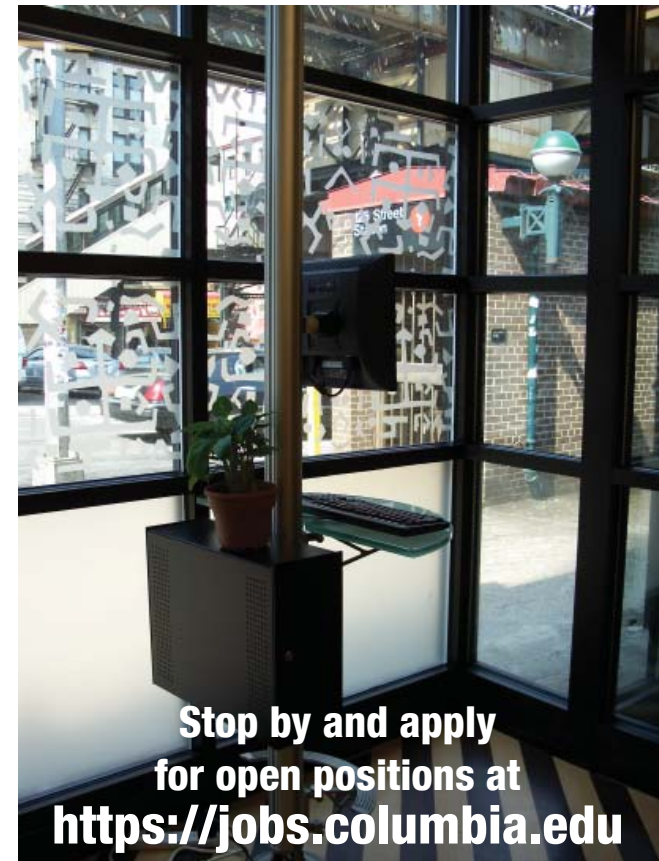
Upon entering the Employment Information Center, you will be greeted by our friendly staff, who will orient you to the Center and its resources. We have sought to create a pleasant environment where you can learn more about Columbia's programs and services, by browsing through informational brochures or logging on to one of the computer stations.

Search the list of current job postings; if you find a job that interests you, complete the online application process and submit your name as a candidate for the position.

Remember that the Center's staff is available to assist you with any questions you have during the application process.

Columbia University is an equal opportunity/affirmative action employer.

# Employment Information Center



3180 Broadway (at 125<sup>th</sup> Street)  
(212) 851-1551 | [ceic@columbia.edu](mailto:ceic@columbia.edu)  
Monday - Friday, 9 a.m. - 5 p.m.



## Working at Columbia

With approximately 14,000 full-time employees, Columbia University is one of the largest employers in New York City. We are committed to attracting, developing, and retaining a highly qualified workforce to support our mission of excellence in education, research, and service.

Each year, Columbia hires hundreds of new employees, including administrators, support staff, security officers, lab technicians, and other professional positions. These jobs offer satisfying work and the potential for career advancement.

We provide opportunities for training and development for employees, and most jobs include access to tuition benefits, in addition to healthcare and retirement benefits.

Columbia employees come from all five boroughs and beyond, and many live right here in the neighborhoods of upper Manhattan. We especially encourage our neighbors in West Harlem and throughout the city to consider working at Columbia and to apply for jobs at the University.



## Search and Apply for Jobs

Columbia's online application process usually takes less than an hour. It can be completed during your first visit to the Employment Information Center, or from any computer with Internet access.

The Center's staff will guide you through the application process as needed. During your visit, you may complete and submit applications from the Center's computer stations.

### *Things to Remember:*

- All Columbia job applications must be submitted online. Administrative and staff jobs are submitted through <https://jobs.columbia.edu>; instructional positions are managed through a different site, <https://academicjobs.columbia.edu>.
- Each job requires that you apply separately. Once your master application is completed, you will not need to re-enter information—just use the same login and attach the master application for each submission. You may apply for additional positions anytime by using your master application.
- At a minimum, all of our jobs require a high school diploma or the equivalent. If you need a GED, we may be able to direct you to an appropriate resource in your neighborhood.
- You must be eligible to work in the United States to be considered for a position with Columbia.

## Key Application Steps

1. Log in to Columbia's online job site at <http://jobs.columbia.edu>.
2. Click on "Search Open Positions" in the menu bar to explore current job listings and to see what qualifications are required to fill the positions.
3. Begin the application process by clicking on "Create Master Application" in the menu bar. You will be asked to create a user name and password to continue the application. Be sure to create only one user name and password. You need to create only one master application, which takes 20 to 40 minutes. The master application contains information required for every application.
4. Once your master application is complete, you will be able to apply for those positions for which you are qualified. You can expect each separate job application to take about 10 minutes to complete.
5. That's it! The system will let you know that your application has been submitted. The hiring department will contact you if your qualifications match their needs and they would like to talk with you more about the position. You can log in to the jobs website at any time to track job openings, apply for other jobs, and see if and when positions have been filled, and you may withdraw an application from consideration at any time.





# COLUMBIA EMPLOYMENT INFORMATION CENTER

## WORKING AT COLUMBIA

With approximately 14,000 full-time employees, Columbia University is one of the largest employers in New York City. We are committed to attracting, developing, and retaining a highly qualified workforce to support our mission of excellence in education, research, and patient care. Employees come from all five boroughs and beyond, and almost 30 percent live right here in the neighborhoods of upper Manhattan.

We especially encourage our neighbors in West Harlem and throughout the city to apply for jobs at the University.

Each year, Columbia hires hundreds of non-academic employees. We offer a wide range of employment opportunities, including not only academic and research positions, but also opportunities in such diverse fields as construction, catering, finance, strategic planning, communications, library work, security, healthcare management, and a wealth of other administrative areas.

## THE EMPLOYMENT INFORMATION CENTER—WE'RE HERE TO HELP

Since 2004, the Employment Information Center has operated in West Harlem as a source of information and a critical access point to make job applications more accessible to the local community. The Center also provides enhanced training programs and job-search counseling services designed to strengthen not only the individual applicant, but also the community.

Upon entering the Center, you will be greeted by our friendly staff, who will orient you to our resources. We have sought to create a pleasant environment in which to learn about job opportunities at the University, as well as the training programs and job-search counseling services we offer directly.

## LIVE AND ONLINE JOB-READINESS TRAINING PROGRAMS

As part of Columbia's ongoing commitment to assist local residents in obtaining employment at the University, as well as elsewhere in the community, the Employment Information Center is pleased to provide a series of in-person workshops and online training programs.

### LIVE TRAINING WORKSHOPS

Our in-person workshops are focused on preparing job seekers. Participants receive both detailed materials about the topics presented and hands-on practice sessions with members of our team.

#### Topics include:

- résumé and cover letter development
- job search strategies
- interview skills
- dressing for success on an interview

### ONLINE TRAINING PROGRAMS

We are also pleased to offer a series of online training programs in English and Spanish. These programs are designed to assist participants with their job readiness skills and overall career development.

#### Online training topics include:

- communication skills
- leadership
- business skills
- administrative professional skills
- personal development skills
- project management foundations
- participating in teams
- desktop software
- sales and customer service

### PLAN A VISIT

You can learn more about us at [www.community-jobs.columbia.edu](http://www.community-jobs.columbia.edu).

We invite you to visit the Employment Information Center and learn more about the opportunities at Columbia University.

The Center is open Monday through Friday, 9 a.m. to 5 p.m., and is conveniently located at 3180 Broadway, just south of 125th Street. Although walk-ins are welcome, we also welcome you to call **212-851-1551** and make an appointment or e-mail [communityjobs@columbia.edu](mailto:communityjobs@columbia.edu).

*The Employment Information Center is easily accessible by public transportation: take the #1 subway line or the M4 or M104 bus to 125th Street, just steps from the Center.*



# COLUMBIA EMPLOYMENT INFORMATION CENTER

## TRABAJAR EN COLUMBIA

Con aproximadamente 14,000 mil empleados de tiempo completo, la Universidad Columbia es una de las más grandes compañías empleadoras en la ciudad de Nueva York. Estamos comprometidos a atraer, desarrollar y retener a una altamente calificada fuerza de trabajo para apoyar nuestra misión de excelencia en la educación, la investigación y el cuidado a los pacientes. Nuestros empleados provienen de los cinco condados y de otros lugares, casi el 30 por ciento vive aquí en los vecindarios del Alto Manhattan.

Especialmente invitamos a nuestros vecinos del Oeste de Harlem y de toda la ciudad a solicitar trabajo en la Universidad.

Cada año Columbia contrata a cientos de empleados no académicos. Ofrecemos un amplio rango de oportunidades de empleos académicos y en la investigación, pero también ofrecemos oportunidades en campos como la construcción, servicio de comida, finanzas, planeación estratégica, comunicaciones, trabajo bibliotecario, seguridad, administración de la salud, y muchas otras posiciones en áreas administrativas.

### El Centro de Información de Empleo. Estamos aquí para ayudar.

Desde el 2004 el Centro de Información de Empleo, ha funcionado en el Oeste de Harlem como un centro de información y punto de acceso crítico para que las solicitudes de empleo sean accesibles a la comunidad local.

El Centro también provee amplios programas y consejería para la busca de empleo, con servicios diseñados no solamente ayudar al solicitante sino a toda la comunidad.

Una vez que usted entre al Centro será recibido por nuestro personal quien le orientará sobre nuestros servicios. Hemos buscado crear un ambiente agradable en el cual pueda conocer las oportunidades de empleo que ofrece la Universidad, así como los programas de entrenamiento y los servicios de consejería para buscar empleo que ofrecemos.

### Programas de entrenamientos en persona y en el Internet.

Como parte del compromiso de Columbia para asistir a los residentes locales para conseguir un empleo en la Universidad, o en cualquier otro lugar el Centro de Información de Empleo ofrece una serie de talleres de entrenamiento persona a persona y en el Internet.

## TALLERES EN PERSONA

Nuestros talleres en persona se enfocan en preparar a los solicitantes de empleo. Los participantes reciben materiales con información detallada sobre los tópicos presentados en las sesiones con nuestro personal.

Tópicos incluidos:

- |                                  |  |
|----------------------------------|--|
| ▶ Resumé y carta de presentación | ▶ Estrategias para la búsqueda de trabajo        |
| ▶ Preparación de la entrevista   | ▶ Vistiéndose bien para la entrevista de trabajo |

## PROGRAMAS EN LÍNEA

También ofrecemos una serie de programas de entrenamiento en inglés y español en el Internet. Estos programas están designados para ayudar a los participantes a desarrollar sus habilidades para el trabajo y para el desarrollo de una carrera.

Los tópicos de los entrenamientos en línea incluyen:

- |  |   |
|--|---|
| ▶ Habilidades de comunicación          | ▶ Liderazgo                               |
| ▶ Habilidades de negocios              | ▶ Desarrollo de habilidades profesionales |
| ▶ Desarrollo de habilidades personales | ▶ Desarrollo de proyectos                 |
| ▶ Trabajo en equipo.                   | ▶ Desarrollo de software                  |
| ▶ Ventas y atención al cliente         |   |

## PLANEE UNA VISITA

Puede aprender más sobre nosotros en [www.communityjobs.columbia.edu](http://www.communityjobs.columbia.edu).

Le invitamos a visitar el Centro de Información de Empleo y a conocer más sobre las oportunidades de trabajo en la Universidad de Columbia.

El Centro está abierto de lunes a viernes de 9:00 a.m. a 5:00 p.m., y está localizado en 3180 Broadway y la calle 125. Aunque puede visitarlo sin previa cita, le invitamos a que se comunique al **212 851-1551** para hacer una cita.

### Visítenos:

Centro de Información de Empleo

3180 Broadway

**212 851-1551**

[community-jobs@columbia.edu](mailto:community-jobs@columbia.edu)

Lunes a viernes de 9:00 a.m. a 5 p.m.

El Centro de Información de Empleo es fácilmente accesible usando transporte público: tome la línea 1 del subway o los autobuses M4 o M104 a la calle 125.

## **Administrative Coordinator**

### **Summary:**

Primary function is coordinating various Columbia Employment Information Center (CEIC), Temporary Staffing Office and Learning & Development programs and deliverables. Assists with special projects as required. In addition, the Administrative Coordinator is also responsible for administrative back-up in support of the Columbia University Human Resources Department (CUHR) as required. Ability to communicate in both English and Spanish when dealing with CEIC visitors.

### **Main Duties & Responsibilities:**

#### **CEIC- Outreach**

- Manages the CEIC online training resource library. Establishes systems access for users, resolves all users inquiries, and generates reports on online training usage to be used for other CEIC metrics and reports.
- Coordinates instructor-led job search training programs at the CEIC: supplies; equipment; materials; meeting space; etc. Assists with presentation of instructor-led job search training programs in both English & Spanish.
- Assists Associate Director, Employment Services with screening of resumes and interviewing candidates for various open positions which the CEIC is actively recruiting for.
- Assists visitors with completing their online JAC applications and answers any questions they may have in the CEIC computer area in both English & Spanish.
- Assists as back-up for "front-desk" reception duties including the answering of the main telephone line, greeting walk-ins, ensuring sign-in and the completion of the CEIC intake form, explaining the services the CEIC offers visitors and referring construction job applicants to the appropriate resources in both English & Spanish.
- Assists NextSource team with staff members who come in to collect their paycheck at the end of each week.

#### **CEIC- Temporary Staffing Office**

- Assists as back-up to the CU Temporary Staffing Office team with the answering of telephone calls.
- Assists as back-up in performing data entry into the TAMS system when temps are hired or terminated from the TAMS system.

#### **Learning & Development**

- Coordinates New Hire Welcome Program including setting up training room, scheduling presenters and maintaining an inventory of Welcome Packets.
- Schedules and prepares instructor-led training facilities and classrooms including: arranging locations; supplies; resources; equipment; materials; meeting space; catering needs; etc. Coordinates logistics with external vendors for training functions.
- Coordinates training material production and distribution. Delivers training materials to training venues as needed.
- Assist employees with questions related to course information and related training activities. Manages centralized "hrlearning" mailbox and responds, processes or forwards requests in a timely manner.
- Analyzes and compiles financial data for the training budget including processing of invoices, maintaining and reconciling budget plans, forecast and actual monthly expenses, and reporting.
- Reviews, tracks, and maintains training registration ensuring participant payments are processed correctly in Sundial with an FAS account number or credit card.
- Tracks training program attendee lists, attendance sheets and program course evaluations (paper or web-based).

#### **CUHR Administrative Support**

- Assists as "back-up" for Executive Assistant to the Vice President, Human Resources as required.
- Assists as "back-up" for front desk/reception area in support of the CUHR department.
- Assists with other CUHR clerical/back-up administrative duties as requested.
- Tracking and responding to hr-operations requests.
- Support other administrative CUHR resources as requested.

**Required Skills & Qualifications:**

- Bachelor's degree and/or equivalent combination of education and experience required.
- Minimum of 3 years' experience in an administrative support or coordinator role, preferably in a Human Resources Department.
- Superior PC skills with experience in Outlook, Word, Excel and PowerPoint.
- Strong time management skills and ability to manage multiple priorities.
- **Excellent interpersonal and communications skills in both English and Spanish.**
- Proven ability to establish positive working relationships with internal and external stakeholders.
- Capacity to exercise independent judgment in resolution of administrative problems or issues.
- Demonstrated ability to maintain energy, enthusiasm and commitment while managing through change.
- Excellent analytical skills with attention to detail.
- Must demonstrate the ability to ensure security/confidentiality of files, records and planning activities.

## **Employment Advisor**

### **Summary:**

The Employment Advisor assists with the coordination of applicant intake, referrals and advisement on the Columbia Employment Information Center (CEIC) processes and applicable next steps. Collects tracks and prepares monthly tracking reports for management team. Also provides general administrative and clerical services for the Employment Information Center and serves as an assistant to the Associate Director, Employment Services.

### **Main Duties & Responsibilities:**

- Acts as the primary interface with all visitors to the CEIC including walk-ins and phone inquiries. Handles reception duties including the answering of the main telephone line, greeting walk-ins, ensuring sign-in and the completion of the CEIC intake form, explaining the services the CEIC offers visitors and referring construction job applicants to the appropriate resources in both English & Spanish.
- Guides visitors with completing their online JAC applications and answers any questions they may have in the CEIC computer area in both English & Spanish.
- Coordinates, tracks and makes appropriate referrals to for other community support services such as GED, ESL, Training etc.
- Develops and maintains excellent working relationships with applicants, hiring managers, University colleagues and community partners with a strong focus on customer service.
- Assists NextSource team with staff members who come in to collect their paycheck at the end of each week.
- Schedules and coordinates interviews for Associate Director, CUHR Client Managers or other hiring managers.
- Prepares, submits and maintains regular management reports as directed by the Executive Director; compiles and tracks all CEIC statistical data for management by organizing and maintaining employment metrics for Center reporting .
- Handles day-to-day facilities management issues for the Center.

### **Required Skills & Qualifications:**

- Bachelor's degree and/or equivalent combination of education and experience required.
- Minimum of 2 years' experience in an administrative support or coordinator role, preferably in a Human Resources Department.
- Superior PC skills with experience in Outlook, Word, Excel and PowerPoint.
- Strong time management skills and ability to manage multiple priorities.
- **Excellent interpersonal and communications skills in both English and Spanish.**
- Proven ability to establish positive working relationships with internal and external stakeholders.
- Capacity to exercise independent judgment in resolution of administrative problems or issues.
- Demonstrated ability to maintain energy, enthusiasm and commitment while managing through change.
- Excellent analytical skills with attention to detail.
- Must demonstrate the ability to ensure security/confidentiality of files, records and planning activities.

Listing of Organizations that Provide Business, Education, Training and Career Opportunities

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
NYC AGENCY EDUCATION & WORKFORCE TRAINING INCLUDES:	Services for Small Businesses	Integrated support services	Classes for skilled trades	Classes for Administrative Support	Classes for Technology	Classes for Management	Classes for Administration	Skills Training	Internships	Work-based learning opportunities	Work-based learning programs for high school students	Work-based learning programs for high school dropouts	Work-based learning programs for individuals transitioning from welfare-to-work	Work-based learning programs for individuals with special needs	Work-based learning programs for veterans	Leasing Space
Do they provide bilingual services? (Y/N)	Y															
Employment																
Workforce 1	x	x	x					x	x	x	x	x	x		x	x
Strive	x	x	x						x	x						
Bronx Works	x	x	x		x			x	x	x						
Northern Manhattan Improvement Corporation	x	x	x		x			x	x							
Goodwill Industries																
Abyssinian Development Corporation			x					x	x		x	x	x			Tr
AARP Foundation		x	x	x	x			x							x	
Volunteers of America		x						x		x		x	x	x	x	
Grant Associates		x														
Henry Street Settlement		x						x	x		x	x	x		x	
Dress for Success		x						x								
Services for the Underserved (Verterans Services)		x													x	
West Harlem Group Assistance	x	x	x		x			x	x							
AHRC		x						x		x				x		
Urban Upbound		x									x	x	x			
Fortune Society		x	x					x	x	x			x			
Jericho Project		x						x		x			x		x	
Year Up								x	x	x						
Grace Institute				x			x	x	x	x						
Exodus Transitional Community Inc.		x			x			x				x	x			
Cerebral Palsy of New York State		x						x		x				x		
West Harlem Skills Training Center		x	x					x	x	x	x	x	x		x	
Restoration Plaza	x	x														
Education (GED, ESOL, Literacy)																
Community Impact (Columbia University)	x	x	x	x	x			x	x	x						
Harlem YMCA	x	x	x													
Literacy Partners	x	x	x					x	x							
Small Business Development																
Harlem Business Alliance	x	x														
NYC Business Solutions	x	x	x	x	x	x	x	x								
Governmental Agency Partners					x			x								
New York Public Library																
New York State, ACCESS- VR		x						x		x				x		
Department of Veteran's Affairs	x	x														
NYCHA	x	x														
Department for the Aging	x	x	x					x								
CUNY	x	x	x	x	x	x	x	x	x							
NYS Department of Labor	x	x						x	x	x	x	x	x		x	
NYC Economic Development Corporation	x	x														
NYC Department of Health & Mental Hygiene	x	x														
NYC Human Resources Administration	x	x														
NYC Parks & Recreation	x	x														
NYC of Youth & Community Development	x	x	x						x	x	x	x	x			