Declaration Reference and Key Data

Obligation Section Numbers: 5.07(c)(xxv)(A) – (E)[i][ii][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.
(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.
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
☐ 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:

___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________
___________________________________________________________________________________________

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

THE OFFICE IS OPEN.

We are providing in-person assistance to Columbia job seekers Monday through Friday, 9am to 4pm.

Contact

The Employment Center Office is open. We are available to assist you in-person Monday through Friday, 9am to 4pm.
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

Think big. Change the world.

Join us

SEARCH FOR JOBS

Academic Jobs

Staff Jobs

Student Jobs

How to Apply
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

**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:
Columbia Employment Information Center (CEIC)

Link to Online Training Portal:

The Columbia Employment Information Center's (CEIC) contract with LinkedIn Learning concluded in 2021. Due to extremely low utilization and prohibitive costs, the CEIC has decided that it will not replace LinkedIn Learning with a new provider at this time. Please note that the availability of an online training provider is not listed as a required service of the CEIC. The CEIC continues to refer visitors to external training programs.
# Annual Report: Columbia Employment Information Center (CEIC) - Record of Referrals

State Submission Annual Reporting Period: October 2021 - September 2022

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 closed in mid-March 2020 due to COVID-19. Since that time, the CEIC has been available remotely to provide virtual assistance with resume and cover letter development, interview skills and job search strategies. The CEIC re-opened to the public on September 6, 2022 and is open Monday - Friday from 9 AM - 4 PM. Participants can schedule a virtual or in-person one on one appointment, or 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

<table>
<thead>
<tr>
<th>Month</th>
<th>Used Online Training</th>
<th>Attended Live Training</th>
<th>Attended One-on-One Training</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct-2021</td>
<td>3</td>
<td>21</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>Nov-2021</td>
<td>4</td>
<td>22</td>
<td>26</td>
<td></td>
</tr>
<tr>
<td>Dec-2021</td>
<td>115</td>
<td>20</td>
<td>22</td>
<td></td>
</tr>
<tr>
<td>Jan-2022</td>
<td>9</td>
<td>26</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>Feb-2022</td>
<td>7</td>
<td>45</td>
<td>52</td>
<td></td>
</tr>
<tr>
<td>Mar-2022</td>
<td>9</td>
<td>42</td>
<td>51</td>
<td></td>
</tr>
<tr>
<td>Apr-2022</td>
<td>3</td>
<td>21</td>
<td>24</td>
<td></td>
</tr>
<tr>
<td>May-2022</td>
<td>6</td>
<td>22</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>Jun-2022</td>
<td>2</td>
<td>13</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Jul-2022</td>
<td>23</td>
<td>14</td>
<td>37</td>
<td></td>
</tr>
<tr>
<td>Aug-2022</td>
<td>2</td>
<td>23</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>Sep-2022</td>
<td>1</td>
<td>13</td>
<td>14</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
<td>184</td>
<td><strong>282</strong></td>
<td><strong>353</strong></td>
<td></td>
</tr>
</tbody>
</table>

*Online Training* was not available during this reporting period as the CEIC's contract with LinkedIn Learning concluded in 2021. Due to extremely low utilization and prohibitive costs, the CEIC has decided that it will not replace LinkedIn Learning with a new provider at this time.

**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. The CEIC hosted two webinars for candidates during this reporting period; a Job Readiness Workshop on December 7, 2021 and Best Practices for Interviewing Training on December 13, 2021.

**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

<table>
<thead>
<tr>
<th>Number of candidates placed in temporary positions at CU</th>
<th>Number of candidates placed in permanent positions at CU</th>
<th>Number of local candidates placed in temporary positions at CU</th>
<th>Number of local candidates placed in permanent positions at CU</th>
</tr>
</thead>
<tbody>
<tr>
<td>45</td>
<td>45</td>
<td>19</td>
<td>20</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Month</th>
<th>GED</th>
<th>ESL</th>
<th>Vocational Training*</th>
<th>NYC Agency Education &amp; Workforce Training</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct-2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nov-2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Dec-2021</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jan-2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Feb-2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mar-2022</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Apr-2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>May-2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jun-2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Jul-2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aug-2022</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Sep-2022</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
</tbody>
</table>

*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 2021 - September 2022**

#### Job Fairs Hosted by Columbia University

<table>
<thead>
<tr>
<th>Name of Job Fair</th>
<th>Job Fair Host(s)</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Columbia University Irving Medical Center Virtual Career Fair</td>
<td>Columbia University Irving Medical Center, Human Resources</td>
<td>December 10, 2021</td>
<td>Virtual</td>
</tr>
<tr>
<td>Columbia Facilities and Operations Job Fair</td>
<td>Columbia University Facilities and Operations</td>
<td>March 15, 2022</td>
<td>JJ's Place</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>519 W 114th Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New York, NY 10027</td>
</tr>
</tbody>
</table>

#### Job Fairs in which Columbia University Participated

<table>
<thead>
<tr>
<th>Name of Job Fair</th>
<th>Job Fair Host(s)</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>New York State Department of Labor Virtual Career Fair</td>
<td>New York State Department of Labor</td>
<td>November 9, 2021</td>
<td>Virtual</td>
</tr>
<tr>
<td>Congressman Adriano Espaillat Virtual Career Fair</td>
<td>Congressman Adriano Espaillat</td>
<td>April 20, 2022</td>
<td>Virtual</td>
</tr>
<tr>
<td>Columbia Manhattanville Community Day</td>
<td>Columbia University</td>
<td>May 21, 2022</td>
<td>Manhattanville Campus</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>601 W 125th Street</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>New York, NY 10027</td>
</tr>
<tr>
<td>Virtual Mock Interview Event</td>
<td>Hotbread Kitchen</td>
<td>May 23, 2022</td>
<td>Virtual</td>
</tr>
<tr>
<td>Urban Resource Institute-CEIC Information Session</td>
<td>Urban Resource Institute (URI)</td>
<td>July 12, 2022</td>
<td>Virtual</td>
</tr>
<tr>
<td>Whitney Museum of Art Interns-CEIC Job Readiness Training Session</td>
<td>Whitney Museum of Art</td>
<td>July 22, 2022</td>
<td>Virtual</td>
</tr>
</tbody>
</table>

#### Additional Supporting Documentation
- Copies of Job Fair advertisement flyers
2021 VIRTUAL CAREER FAIR

Friday, December 10th
9:00 a.m. – 12:00 p.m.

✓ Meet hiring managers representing CUIMC’s departments/schools/institutes
✓ Learn about CUIMC, current vacancies, and how to navigate the career website
✓ Attend job readiness and virtual interview skills workshops

Individuals interested in attending are required to register in advance by December 3rd. Please complete the registration form here https://bit.ly/cuimcvirtcareerfair2021 and upload resume.

Registration form and resume are required in advance.
The virtual career fair will be via zoom meeting. Registrants will receive meeting details prior to the event.
Contact CUIMCstaffrecruit@cumc.columbia.edu for questions about the event.

Columbia University Irving Medical Center is a clinical, research, education, and community service enterprise located on a campus in Washington Heights. Columbia provides employees with great benefits options and is an equal opportunity employer.
Join the Columbia University Team!

Columbia University Facilities and Operations is recruiting diverse talent for the new Manhattanville Campus. Join us for the opportunity to learn about the various roles available within our Facilities and Operations team and ask questions directly to hiring managers including HR.

**Positions available:**
- Mechanic
- Handyperson
- Porter
- Door Attendant
- Heavy Cleaner
- Custodial Services Supervisor
- Controls Engineer
- HVAC Specialist and more.

Columbia University is committed to the hiring of qualified local residents. **Join us on March 15!**

Scan the QR Code to view all jobs available within Columbia University Facilities and Operations.
Join the Columbia University Team!

Columbia University Facilities and Operations is recruiting diverse talent for the Campus Services team at the Morningside & Manhattanville Campuses. Join us for the opportunity to learn about the various roles available and ask questions directly to hiring managers including HR.

Positions available:
- Assistant Manager (Guest Services)
- Assistant General Manager (Dining Services)
- Assistant Manager (Housing)
- Chef Manager
- First Cook
- Head Porter
- Manager (Catering Services)
- Pantry Worker
- Porter
- Retail Worker, and more.

Columbia University is committed to the hiring of qualified local residents. Join us on March 15!

Scan the QR Code to view all jobs available within Columbia University Facilities and Operations.

March 15, 2022, 10 am – 2 pm
JJ’s Place
519 W 114th St, New York, NY 10027
Join the Columbia University Team!

Columbia University Facilities and Operations is recruiting diverse talent for the Morningside Campus and the new Manhattanville Campus. Join us for the opportunity to learn about the various roles available and ask questions directly to hiring managers including HR.

Positions available at Morningside:
- Assistant Manager (Guest Services)
- Assistant General Manager (Dining Services)
- Assistant Manager (Housing)
- Chef Manager
- First Cook
- Head Porter
- Manager (Catering Services)
- Pantry Worker
- Porter
- Retail Worker, and more.

Positions available at Manhattanville:
- Mechanic
- Handyperson
- Porter
- Door Attendant
- Heavy Cleaner
- Custodial Services Supervisor
- Controls Engineer
- HVAC Specialist and more.

Columbia University is committed to the hiring of qualified local residents. Join us on March 15!

Scan the QR Code to view all jobs available within Columbia University Facilities and Operations.
JOBFAIR

COLUMBIA UNIVERSITY
Facilities and Operations

March 15 | 10 am–2 pm
JJ’s Place, John Jay Hall
Virtual Career Fair
April 20th & 21st

https://espai.at.house.gov/services/career-fair
NYS Career Center Events & Recruitments

New York's Career Centers offer a variety of classes, workshops, job fairs, job clubs, and virtual events such as webinars and virtual workshops, including informational sessions on a variety of topics. They attract the recruitment of businesses and companies. Discover what is being offered in your area and take advantage of visiting your local Career Center to help you prepare for your next career. Select your local Career Center by entering the zip code on the right to find events and recruitments in your area. If you have any questions about attending any of these events or recruitments, be sure to contact your local Career Center.

How to Register for Workshops

See the unlinked form which walks you through the process of registering for our virtual workshops in three simple steps.

https://statistics.labor.ny.gov/career-zone/career-calendar.shtml?trumbaEmbed=view%3Devent%26eventid%3D156482752
Looking for Talented Candidates for Your Entry-Level Facility Management Roles?

Register for Hot Bread Kitchen’s

VIRTUAL MOCK INTERVIEW EVENT!

In Partnership with IFMA and the NYC IFMA Chapter’s Global Workforce Initiative

Monday, May 23, 2022
3–5pm
Zoom Details to Follow
Click HERE to Register!

Meet 7 candidates who are eager to begin their careers in FM! These candidates are completing IFMA’s 12-week Essentials of Facility Management certificate program and are poised to hit the ground running in entry-level roles. Mock interviews are an opportunity to help candidates practice and prepare for job interviews— but we hope you may also identify some promising candidates for your open positions!

Reach out to kkutchera@hotbreadkitchen.org to learn more!
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 125th Street.

Although walk-ins are welcome, we also invite you to call (212) 851-1551 or email 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 125th 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 125th 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.
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.
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
- job search strategies

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

PLAN A VISIT

You can learn more about us at 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.

www.community-jobs.columbia.edu • 3180 Broadway • 212-851-1551
communityjobs@columbia.edu
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
- Vistiendo bien para la entrevista de trabajo

**TALLERES EN PERSONA**

**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
- Habilidades de negocios
- Desarrollo de habilidades personales
- Liderazgo
- Trabajo en equipo
- Desarrollo de habilidades profesionales
- Ventas y atención al cliente
- Desarrollo de proyectos
- Entrevistas de trabajo
- Vistiendo bien para la entrevista de trabajo
- Desarrollo de software

**PLANEE UNA VISITA**


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.
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 user 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.
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<th>Services for Small Businesses</th>
<th>Integraded support services</th>
<th>Classes for skilled trades</th>
<th>Classes for Administrative Support</th>
<th>Classes for Technology</th>
<th>Classes for Management</th>
<th>Classes for Administration</th>
<th>Skill Training</th>
<th>Internships</th>
<th>Work-based learning opportunities</th>
<th>Work-based learning programs for high school students</th>
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<th>Work-based learning programs for individuals transitioning from welfare-to-work</th>
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