

**Manhattanville in West Harlem Implementation Plan Report
October 16, 2023 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

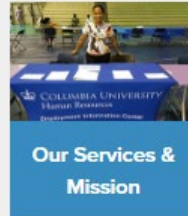
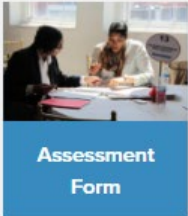
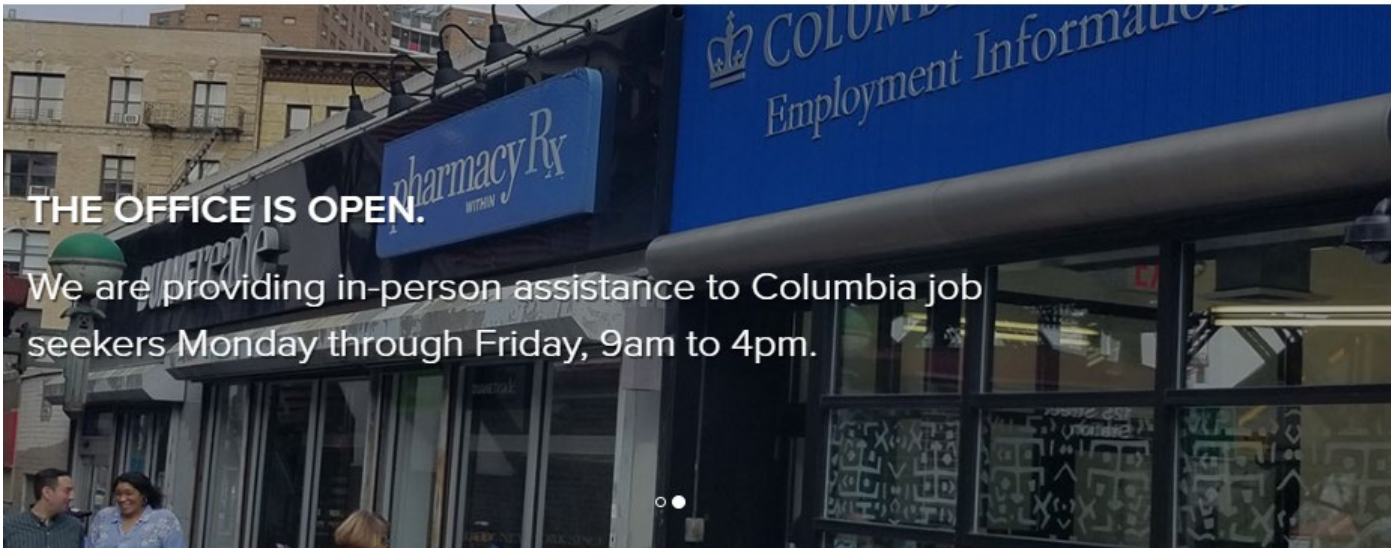
1. Link to CEIC website
2. Link to website for CEIC job listings
3. Link to CEIC website with information regarding live job readiness training workshops
4. Annual report

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>.

Columbia Employment Information Center (CEIC)

Link to CEIC website:
<https://humanresources.columbia.edu/ceic>

Columbia Employment Information Center



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:

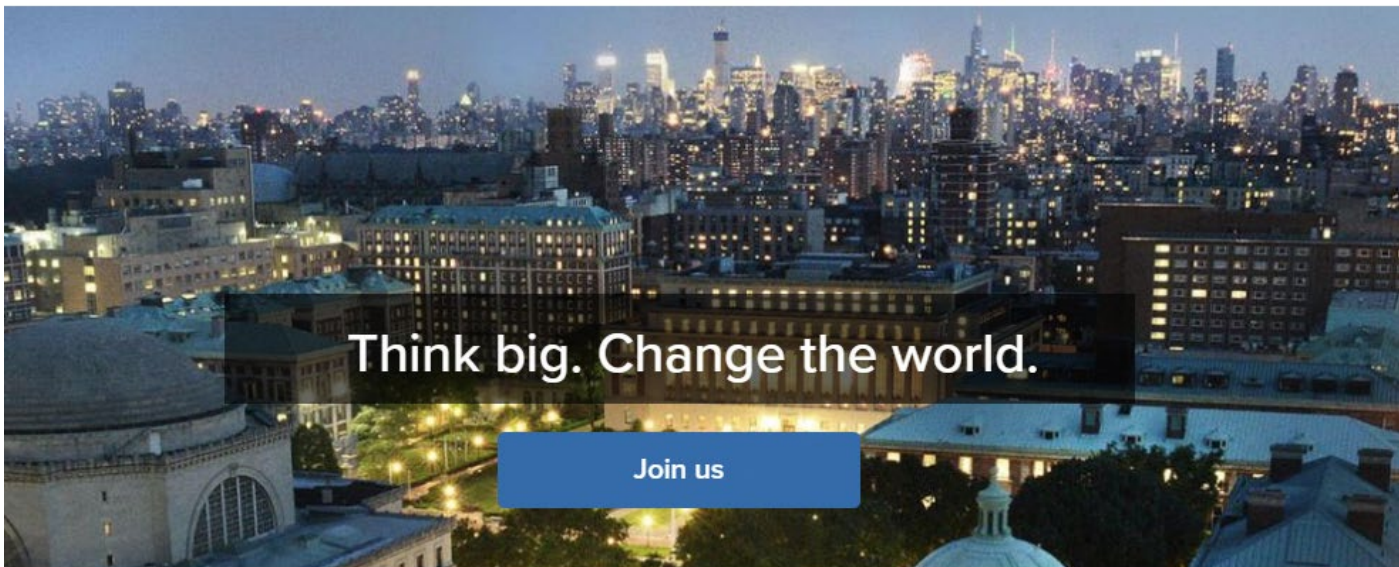
<https://careers.columbia.edu/>

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

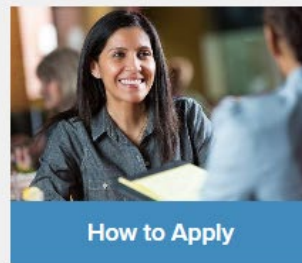
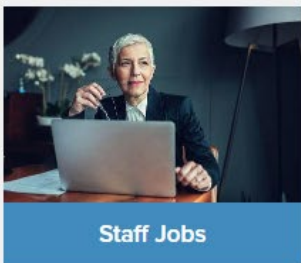


CAREERS AT COLUMBIA

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>

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

HUMAN RESOURCES

FAQs · Directory · Ask HR

Benefits ▾ Learning & Development ▾ Resources ▾ Workplace Essentials ▾ 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 third Wednesday of the month. Topics include:

- Tips on How to Prepare for an Interview
- Steps to Navigate the Interview Process
- Answer Tough Interview Questions
- Interview "Dos and Don'ts"

Register for Workshops

All workshops are held on Wednesdays from 3 - 5 p.m.

MENU

- [Columbia Employment Info Center](#)
- [Free Workshops](#)
- [Assessment Form](#)
- [How to Apply for Jobs](#)
- [Construction Jobs](#)
- [Our Services and Mission](#)
- [Why Columbia?](#)

Contact Us

3180 Broadway, near the corner of 125th Street
212-851-1551
communityjobs@columbia.edu

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

State Submission Annual Reporting Period: **October 2022 - September 2023**

The Columbia Employment Information Center (CEIC) identifies and provides training to local community members by offering 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 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

Month	Attended Live Training	Attended One-on-One Training	Total
Oct-2022	3	17	20
Nov-2022	9	31	40
Dec-2022	2	21	23
Jan-2023	1	23	24
Feb-2023	3	18	21
Mar-2023	90	20	110
Apr-2023	7	28	35
May-2023	5	24	29
Jun-2023	2	12	14
Jul-2023	6	23	29
Aug-2023	8	20	28
Sep-2023	5	27	32
	141	264	405

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 Success. For a listing of free job readiness and interviewing skills training workshops available at the Center, visit: <https://humanresources.columbia.edu/ceic>

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 local candidates placed in temporary positions at CU	Number of local candidates placed in permanent positions at CU
28	20	14

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

Month	GED	Vocational Training*	NYC Agency Education & Workforce Training	Total
Oct-2022	1	3	0	4
Nov-2022	2	0	0	2
Dec-2022	0	0	0	0
Jan-2023	0	0	0	0
Feb-2023	0	1	0	1
Mar-2023	0	0	0	0
Apr-2023	0	1	0	1
May-2023	0	0	0	0
Jun-2023	0	0	0	0
Jul-2023	2	1	0	3
Aug-2023	0	0	0	0
Sep-2023	0	0	0	0
	5	6	0	11

*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 2022 - September 2023**

Job Fairs Hosted by Columbia University

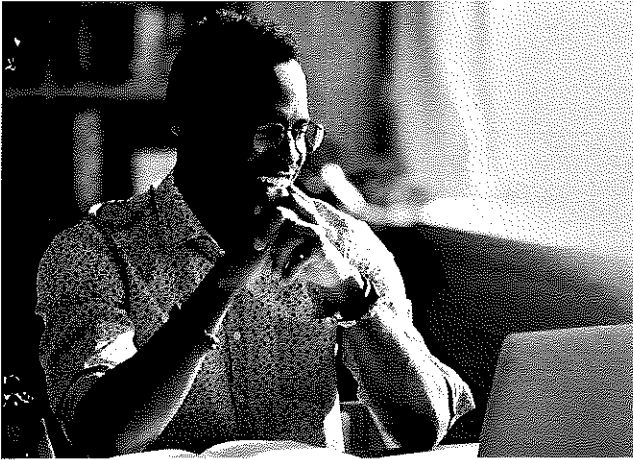
Name of Job Fair	Job Fair Host(s)	Date	Location
Manhattanville Community Day	Columbia University	October 22, 2022	Columbia Manhattanville Campus 125th Street and Broadway
Career Fair	Columbia University Facilities & Operations	January 11, 2023	John Jay Hall 511 W 114th Street New York, NY 10027
2023 Columbia University Career Expo	Columbia University	March 28, 2023	The Forum 601 W 125th Street New York, NY 10027

Job Fairs in which Columbia University Participated

Name of Job Fair	Job Fair Host(s)	Date	Location
New York City Virtual Career Fair	NYS Department of Labor	October 12, 2022	Virtual
Open House	George Bruce Library	October 13, 2022	George Bruce Library 518 W 125th Street New York, NY 10027
1st Annual Resource Fair	Manhattanville Resident Association	May 4, 2023	Manhattanville Community Center 530 W 133rd Street New York, NY 10027
NYC Jobs & Career Fair	The Greater Harlem Chamber of Commerce	August 16, 2023	The City College of New York Shepard Hall 160 Convent Avenue New York, NY 10031

Additional Supporting Documentation

- Copies of Job Fair advertisement flyers



New York City Virtual Career Fair

WEDNESDAY, OCTOBER 12, 2022
11 AM – 2 PM

WE ARE YOUR DOL



A **PREVIEW DAY** WILL BE HELD ON **TUESDAY, OCTOBER 11, 2022** BEGINNING AT 9AM.

PRE-REGISTER TODAY: <https://nysdolvirtual10.easyvirtualfair.com>

ATTENDING BUSINESSES

- | | | |
|--|---|---|
| US Census Bureau | Breaking Ground | NYPD Recruitment Section |
| NYS DOCCS | Acacia Network | WellLife Network |
| The Jewish Board | Rockaway Home Attendant Services, Inc. | A&H Security Services, LLC |
| Helping U Homecare | Dutch X | New York Life |
| Mercy Drive Inc. | Kings County District Attorney's Office | YAI |
| SafeHarbor Healthcare | Animal Care Centers of NYC | Parkchester Department of Public Safety |
| The Junkluggers of Manhattan, Brooklyn and the Bronx | Community Access | And more! |

JOB OPENINGS FOR ATTENDING BUSINESSES

- | | | | |
|-----------------------------|----------------------|-----------------|---------------------------|
| IT Specialist | Teacher Assistant | General Labor | Parole Officer |
| Installer | Masonry | Paralegal | Traffic Enforcement Agent |
| Sales Associate | RN/LPN | Human Recourses | Case Manager |
| Direct Support Professional | Truck Driver | Security Guard | Finance |
| Carpentry | Field Representative | Engineer | HVAC |
| Health Home Aide | Electrical | Social Worker | And many more! |

MAKE SURE TO PRE-REGISTER AND UPLOAD YOUR RESUME

FOR MORE INFORMATION ABOUT THIS EVENT, CONTACT VIRTUALJOBFAIRS@LABOR.NY.GOV

888.469.7365 | www.labor.ny.gov | @nyslabor



George Bruce Library

**FREE
PROGRAMS**

OPEN HOUSE

**Thursday, October 13
12 pm - 6 pm**


WELCOME

Join us for games, prizes, and free books. Grab a snack, meet the staff and get a demo of our great programs. For all ages.



New York
Public
Library

George Bruce Library
518 West 125th Street, New York, NY 10027
212-662-9727

 Fully Accessible

Connect with us:  

nypl.org/events

MANHATTANVILLE
COMMUNITY DAY
COLUMBIA CELEBRATES COMMUNITY

Welcome Today and Every Day



October 22, 2022 | 12 - 4 p.m.
Columbia Manhattanville Campus, 125th St. and Broadway

Join us for a free fun-filled celebration of community! Immerse yourself in the arts through on-site film screenings and sketch sessions with the Wallach Art Gallery. Indulge in Uptown cuisine with flavorful food samples from Columbia-Harlem Small Business Development Center vendors. Explore the world of STEM with interactive projects led by Saturday Science—plus so much more.

We invite our neighbors surrounding Columbia's campuses in Morningside Heights, West Harlem, Harlem, and Washington Heights as well as Columbia affiliates to partake in this day of celebration.

Every event is free and open to the public. And there are activities for adults and children, so bring the whole family. The day's offerings include:

- Live music and performances
- Free food
- Family film screenings
- Health screenings
- Art exhibits
- Hands-on science education
- Activities for kids
- Information on Columbia programs for the local community
- Local vendors

 COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Neighbors

To learn more, visit the *Columbia Neighbors* for updates and to RSVP.



neighbors.columbia.edu/communityday

Columbia Facilities and Operations Job Fair

Plan. Design. Build. Operate. Secure. Serve.

Wednesday, 1/11/2023 10:00a.m.-2:00p.m.
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 in our Facilities and Operations Department

• Handy Person A	\$29.07 - \$29.07/hour
• Mechanic Trainee	\$23.94 - \$29.93/hour
• Mechanic- Electrician	\$30.10 - \$37.63/hour
• Mechanic HVAC (CFC)	\$31.06 - \$38.83/hour
• Locksmith B (Licensed)	\$28.66 - \$35.83/hour
• Locksmith C (Licensed)	\$26.05 - \$32.56/hour
• Energy Management System Mechanic	\$30.42 - \$38.03/hour
• Door Attendant A	\$20.34 - \$20.34/hour
• Handyperson C	\$29.68 - \$29.68/hour
• Porter B	\$21.46 - \$21.46/hour
• Heavy Cleaner	\$22.74 - \$28.42/hour
• Assistant Watch Engineer	\$39.18 - \$48.97/hour
• Mechanic	\$31.01 - \$38.76/hour
• Assistant Director, Commercial Operations	\$100,000 - \$120,000/Annual
• Porter C	\$20.26 - \$20.26/hour
• Facilities Service Coordinator	\$52,602 - \$62,971/Annual
• Door Attendant C	\$20.26 - \$20.26/hour
• Porter A – NUSS	\$26.45 - \$26.45/hour
• Heavy Cleaner Floater	\$22.74 - \$28.42/hour
• Senior Heavy Cleaner	\$23.54 - \$29.42/hour
• Head Cleaner (Revised)	\$29.25 - \$36.56/hour
• High Tension Electrician	\$34.02 - \$42.53/hour
• Supervisor, Operations	\$64,000 - \$91,000/Annual
• HVAC Controls Mechanic	\$34.02 - \$42.52/hour



Columbia University is committed to the hiring of qualified local residents. Join us on January 11th!



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

COLUMBIA UNIVERSITY CAREER EXPO

Tuesday, March 28
9 a.m. – 1 p.m.

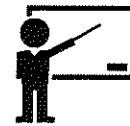
The Forum
Columbia University
601 West 125th Street

Scan here to register:



 **COLUMBIA UNIVERSITY**
IN THE CITY OF NEW YORK

**Meet representatives from
Columbia University, staffing
firms, and workforce/
education community-based
organizations**



ATTEND WORKSHOPS:

- **Job preparedness training**



**FREE HEADSHOTS TO UPDATE
YOUR LINKEDIN PROFILE**



**LEARN HOW TO USE COLUMBIA
UNIVERSITY'S CAREER
OPPORTUNITIES SITE**

MANHATTANVILLE RESIDENT ASSOCIATION

1ST ANNUAL

RESOURCE FAIR

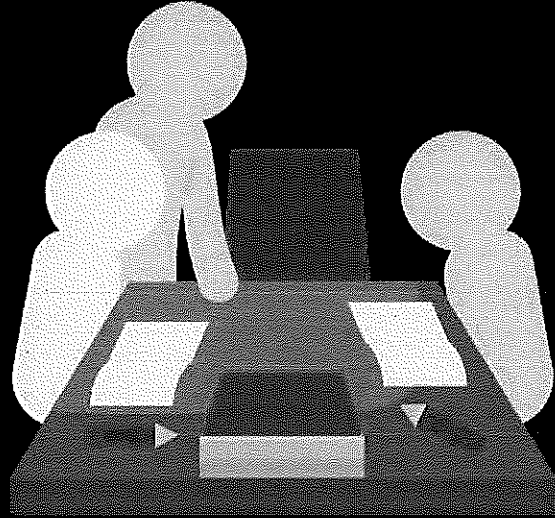
Thursday, May 4th

3:00 pm - 6:00 pm

Manhattanville

Community Center

530 West 133rd Street



Employment, Health & Educational opportunities for all ages!

COLUMBIA | CONNECTING YOUTH INITIATIVE
Office of Government and Community Affairs



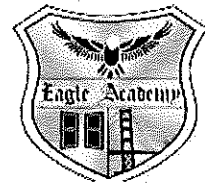
SUCCESS
ACADEMY
CHARTER
SCHOOLS



Riverside Park
Koupaiesuoc



THE OFFICE OF
MANHATTAN BOROUGH PRESIDENT
MARK LEVINE



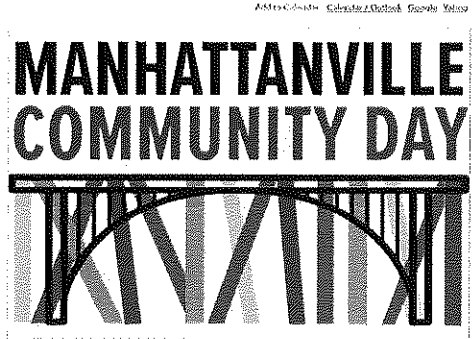
More orgs to be
added!!!

Contact Veronica at
vnieves328@gmail.com
for more information

COLUMBIA NEIGHBORS

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Subscribe to Our Weekly Newsletter



May 20, 2023
12:00 PM - 4:00 PM
America/New_York

The Forum at Columbia University, 601
W. 125th St., New York, NY 10027

Join us on the Manhattanville campus on May 20, 2023, for a free fun-filled

Program 2023

June 22, 2023
Community Research Forum on Cancer

June 23, 2023
18th Annual NYC Kids Fest

June 24, 2023
Visual Arts Jazz Day

June 24, 2023
18th Annual NYC Kids Fest



Harlem Week 2023

16

AUGUST / WED

NYC Jobs & Career Fair

DETAILS ▼



NYC JOBS & CAREERS FAIR

Wednesday, August 16
10am - 4pm

10:00 AM - 4:00 PM EDT

Free



Job Seeker RSVP

RSVP Ended

+ Google Calendar + iCal / Outlook Export

We use cookies to ensure that we give you the best experience. By continuing to use this website, you are consenting the use of cookies.

Accept

Banking & Finance • CityServices • Climate • Construction • Education • Health • Hospitality •
Restaurants • Technology • Transportation and more

Employers

Interested in participating?

Email: paul@know.careers

Job Seekers

Download our app & create your profile

IOS | Google Play

Step 1: Click on our **Get started** button on the main screen.

Step 2: Tap the **Organization** tab

Step 3: Enter your **email address**, create a **password** and **Click Sign Up**

Step 4: Add your **name** and **phone number**

Step 5: Select **The New York City Jobs and Career Fair** as your organization using either the list or dropdown menu. This is important since the organization you select will populate the event you are looking to join on your Events tab.

Add your resume from your files (preferred) or scan it with your phone

Add your Profile picture from your photo library or take a photo using your phone

Step 6: You have the option of **adding any URL links** you would like to showcase to the recruiters. Click Next, read and agree to the terms and conditions. Agree to notifications and your profile is complete.

Add a personal touch!

We use cookies to ensure that we give you the best experience. By continuing to use this website, you are consenting the use of cookies.

Add URLs and links:

Include your LinkedIn profile, websites, or a portfolio of your work on your profile.

Adding this will strengthen your profile with additional information your recruiter can view.



[← More Events](#)

 [Loxi Try Loxi for Free](#)

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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			
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 (Veterans 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	
Urban Resource Institute (URI)		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			

Centro de Información de Empleo

Estamos aquí para ayudarle:

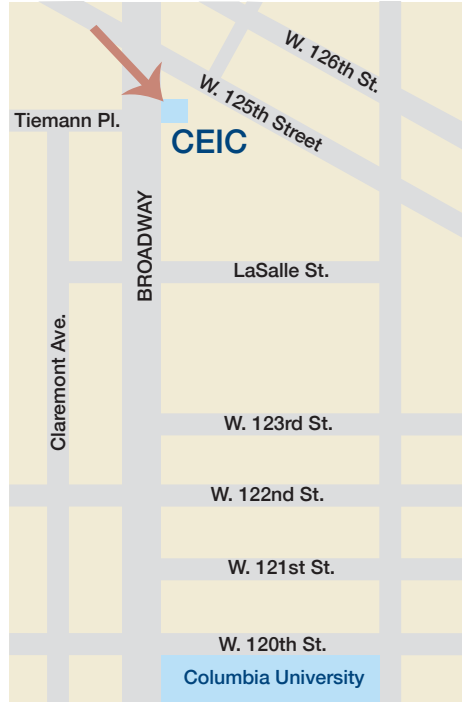
El centro es un punto de acceso para aplicar a posiciones abiertas en la Universidad así como para conseguir asistencia para buscar un trabajo y participar en programas de entrenamiento.

Lo invitamos a que visite el centro de información de empleo y aprenda más sobre las oportunidades laborales disponibles en Columbia. Durante nuestras horas activas –

lunes a viernes de 9 a.m. a 5 p.m., el equipo esta disponible para responder sus preguntas y compartir información sobre la actividad de construcción y oportunidades laborales. Están bienvenidos a llegar sin cita o a hacer una cita de antemano.

Después de nuestras horas laborales, usted esta bienvenido a contactarnos llamando nuestra línea telefónica activa las veinticuatro horas del día al 212-851-1551 que provee información general acerca del centro, información sobre las oportunidades laborales en Columbia, información sobre actividades de construcción o información acerca de oportunidades laborales relacionadas a la construcción.

El centro es fácilmente accesible con transportación pública: tome la línea 1 roja de metro, o el autobús M4 o M104 hasta la calle 125, y estará a pasos del centro.



Programas de entrenamiento para alistamiento laboral en vivo y en línea:

El centro tiene el placer de ofrecer una serie de talleres en persona y programas en línea de entrenamiento.

Nuestros talleres personales se enfocan en preparar a aquellos buscando empleo. Los participantes reciben detallados materiales acerca de los temas presentados y sesiones de practica con los miembros del equipo.

Los temas incluidos son:

- elaboración de resumé (currículum) y carta de presentación
- habilidades de entrevista
- estrategias para buscar empleo
- vestimenta para entrevistas exitosas

También tenemos el placer de ofrecer una serie de programas de entrenamiento en línea. Estos programas son designados para asistir a participantes con sus habilidades de alistamiento laboral así como el desarrollo de su carrera profesional. Los temas de los programas de entrenamiento en línea son:

- habilidades de comunicación
- habilidades de negocio
- habilidades de desarrollo personal
- habilidades de trabajo en equipo
- servicios de venta y consumo
- liderazgo
- habilidades de administración profesional
- fundaciones de manejo de proyectos
- software de consultorio

Muchos de estos cursos en línea también se ofrecen en Inglés. Para registrarse para un taller en persona o un entrenamiento en línea en el centro, favor de contactarnos a 212-851-1551.

<http://community-jobs.columbia.edu> | communityjobs@columbia.edu

3180 Broadway | Lunes a Viernes, 9 a.m. to 5 p.m. | 212-851-1551 (línea telefónica disponible las 24hrs)

Employment Information Center

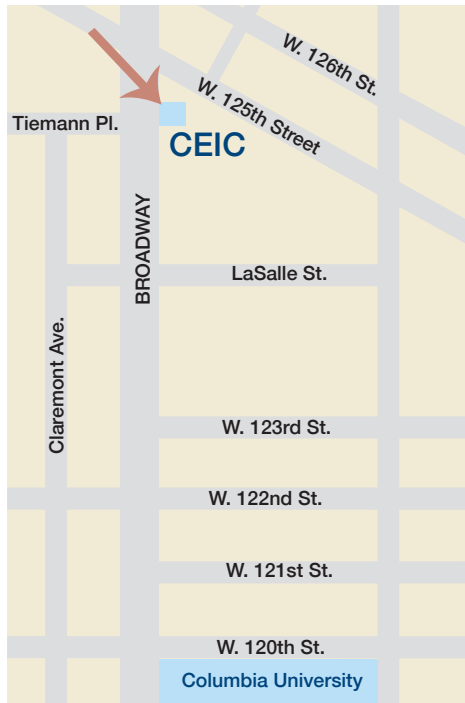
We're Here to Help

The Center is an access point to apply for open positions at the University as well as gain job search assistance and participate in training programs.

We invite you to visit the Employment Information Center and learn more about the employment opportunities available at Columbia. During our business hours – Monday through Friday, 9 a.m. to 5 p.m. – staff are available to answer questions and share information about construction activity and employment opportunities. Walk-ins are welcome, or you may make an appointment.

After our business hours, you are welcome to call our 24-hour hotline at 212-851-1551 that provides general information about the Center, information on Columbia University job opportunities, information on construction activities and information on construction-related job opportunities.

The Center is easily accessible on public transit: Take the 1 subway line, the M4 bus or M104 bus to 125th Street, just steps from the Center.



Live & 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 Center is pleased to provide a series of in-person workshops and online training programs.

Our in-person workshops focus on preparing job seekers. Participants receive detailed materials about the topics presented and hands-on practice sessions with members of our team. Topics include:

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

We are also pleased to offer a series of online training programs. These programs are designed to assist participants with their job readiness skills as well as their 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

Many of these online training courses are also offered in Spanish.

To register for an in-person workshop or an online training program at the Center, please contact us at 212-851-1551.

<http://community-jobs.columbia.edu> | communityjobs@columbia.edu

3180 Broadway | Monday - Friday, 9 a.m. to 5 p.m. | 212-851-1551 (24-hour hotline)

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.

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.

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.

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

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.