

**Manhattanville in West Harlem Implementation Plan Report
October 15, 2024 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

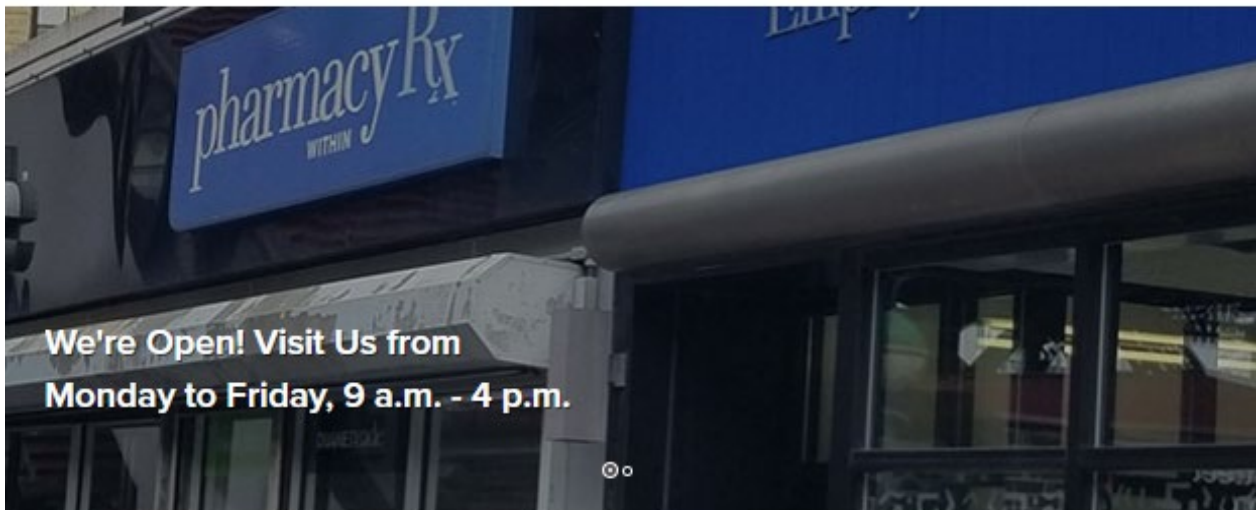
Columbia University’s Implementation Plan and all supporting documentation are made available on the Columbia Neighbors Webpage at <https://neighbors.columbia.edu/content/community-commitments>.

Columbia Employment Information Center (CEIC)

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



Columbia Employment Information Center



2024 CAREER EXPO

Thank you to everyone who joined us on March 26! Over 500 Manhattanville neighbors attended, connected with representatives from 25 schools and departments, engaged in job readiness workshops, and received professional headshots.

[Watch the video](#) to relive the highlights.

Need career support? [Learn how CEIC](#) can help with your resume, interview skills, and job search strategy.



Columbia Employment Information Center (CEIC)

Link to website for CEIC job listings:

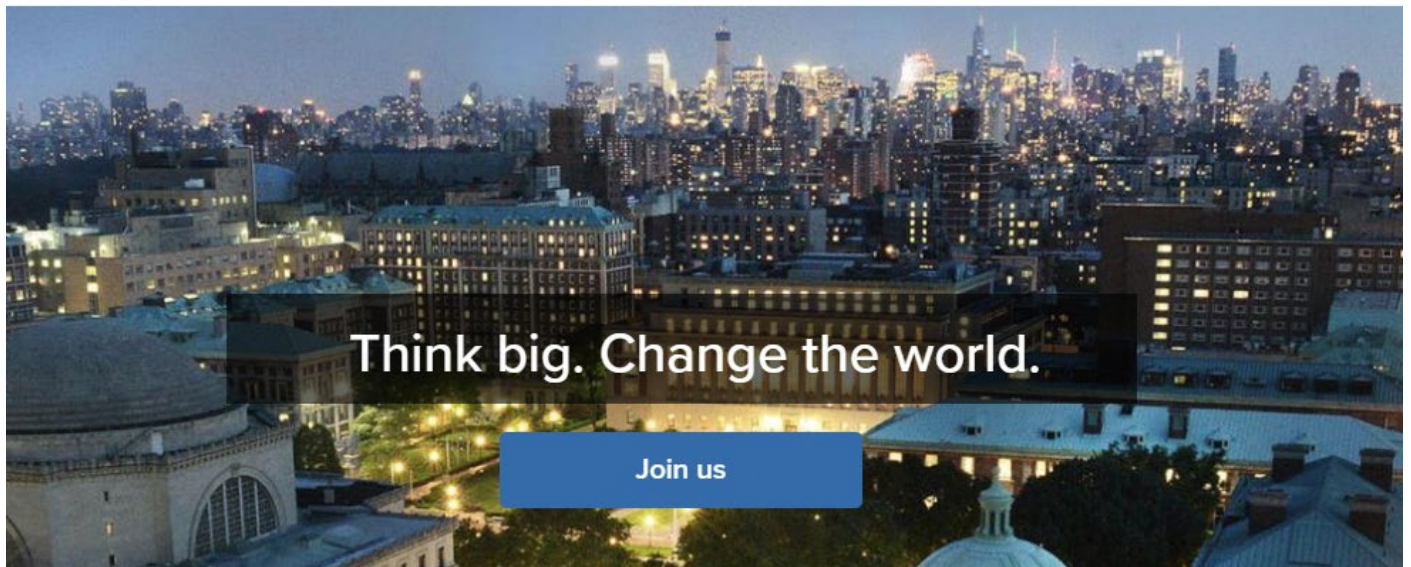
<https://careers.columbia.edu/>

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

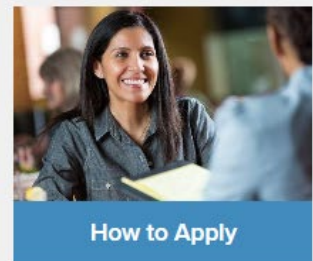
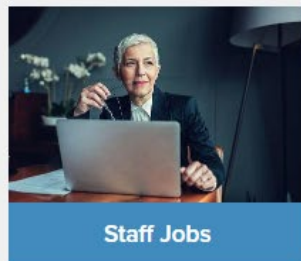


CAREERS AT COLUMBIA

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

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

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.

Job Readiness Workshop

- Wednesday, April 3, 2024
- Wednesday, May 22, 2024
- Wednesday, June 5, 2024
- Wednesday, July 3, 2024
- Wednesday, August 7, 2024
- Wednesday, September 4, 2024
- Wednesday, October 2, 2024
- Wednesday, November 6, 2024
- Wednesday, December 4, 2024

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 2023 - September 2024**

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-2023	7	27	34
Nov-2023	3	20	23
Dec-2023	4	16	20
Jan-2024	5	7	12
Feb-2024	1	26	27
Mar-2024	75	30	105
Apr-2024	1	34	35
May-2024	5	44	49
Jun-2024	8	17	25
Jul-2024	4	25	29
Aug-2024	5	46	51
Sep-2024	8	39	47
	126	331	457

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
26	6	5

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-2023	0	0	0	0
Nov-2023	1	0	0	1
Dec-2023	0	0	0	0
Jan-2024	0	0	0	0
Feb-2024	1	0	0	1
Mar-2024	0	0	0	0
Apr-2024	1	0	0	1
May-2024	0	1	0	1
Jun-2024	1	0	0	1
Jul-2024	1	0	0	1
Aug-2024	0	0	0	0
Sep-2024	2	0	0	0
	7	1	0	8

*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 2023 - September 2024**

Job Fairs Hosted by Columbia University

Name of Job Fair	Job Fair Host(s)	Date	Location
Columbia University Career Expo	Columbia University	March 26, 2024	The Forum 125th Street and Broadway New York, NY 10027

Job Fairs in which Columbia University Participated

Name of Job Fair	Job Fair Host(s)	Date	Location
Manhattanville Community Day	Columbia University	October 21, 2023	Columbia University Manhattanville Campus 125th Street & Broadway
Manhattanville Community Day	Columbia University	June 8, 2024	Columbia University Manhattanville Campus 125th Street & Broadway
Broadway Community Job Fair	Broadway Community	August 5, 2024	601 W 114th Street New York, NY 10025
NY City Jobs & Career Fair	The Great Harlem Chamber of Commerce, West Harlem Development Corporation, The City College of New York, Congressman Adriano Espaillat	August 14, 2024	The City College of New York Shepard Hall 160 Convent Ave (West 139th Street) New York, NY 10031
Veteran's Hiring Event & Resource Fair	Workforce 1	August 21, 2024	Upper Manhattan Workforce 1 Career Center 215 W 125th Street New York, NY 10027

Additional Supporting Documentation

- Copies of Job Fair advertisement flyers

COLUMBIA UNIVERSITY
**CAREER
EXPO**

Tuesday, March 26
9 a.m. - 1 p.m.

The Forum
125th Street
and Broadway

- FREE Professional Headshots
- Career Development Workshops
- Meet Columbia Employers
- Register now:



opportunities.columbia.edu
COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK





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COLUMBIA UNIVERSITY

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Anytime

TENSATOR®
www.tensator.com



Welcome to the
**2024 Columbia University Career
Expo!**

Tuesday, March 26, 2024



Please scan the QR code above to check in.

COLUMBIA UNIVERSITY





Keep Staying Home If You're Not Feeling Well

Columbia Business School

CAREER EXPO
Table No. 16
Columbia Business School

NOTICE
ELEVATOR MACHINE
ROOM ACCESS
THROUGH THIS DOOR

Careers at Columbia Business School

FUELLA

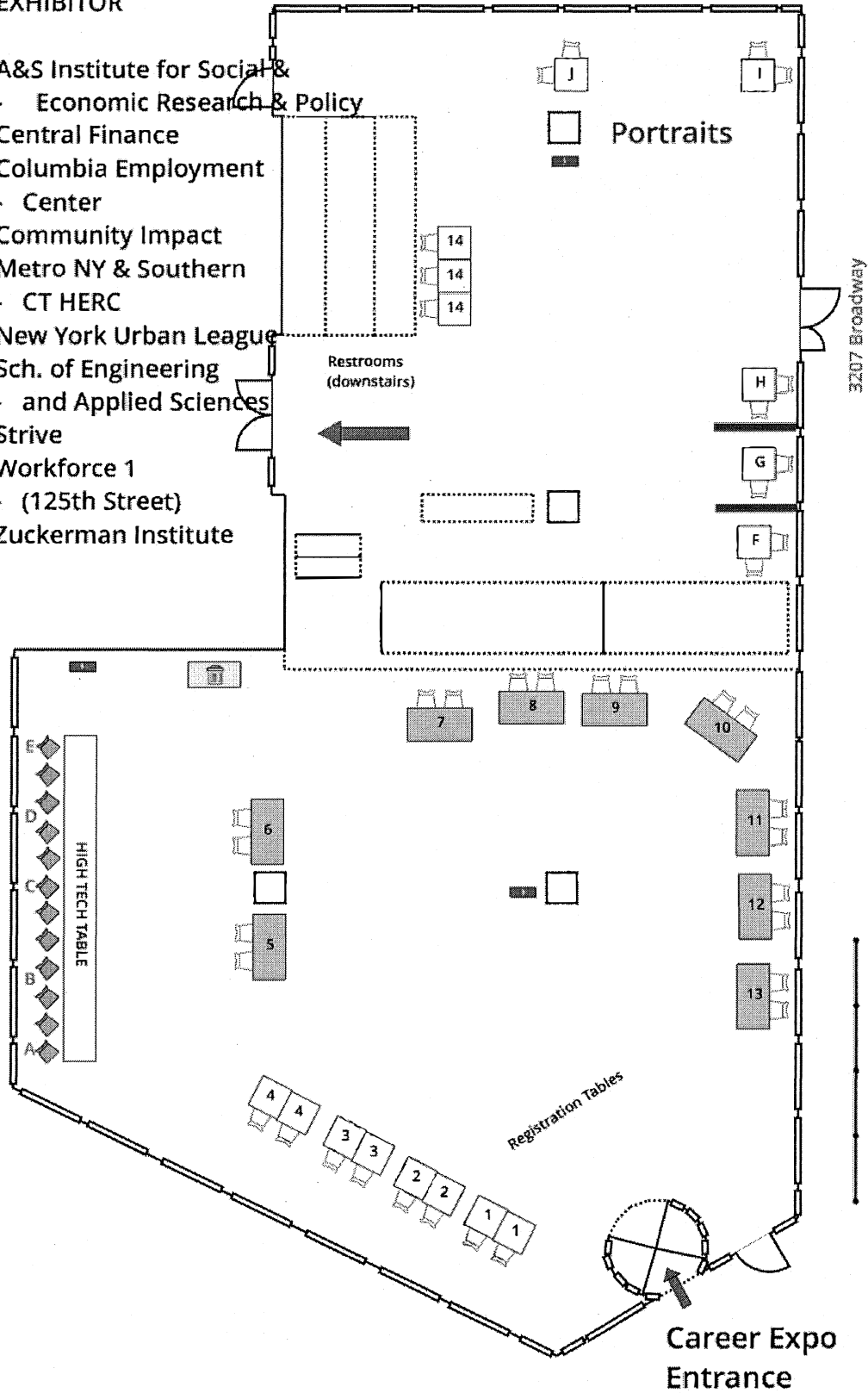
COLUMBIA UNIVERSITY
**CAREER
EXPO**

Career
Workshops



TABLE EXHIBITOR

- 11 A&S Institute for Social & - Economic Research & Policy
- 8 Central Finance
- 5 Columbia Employment - Center
- B Community Impact
- E Metro NY & Southern - CT HERC
- C New York Urban League
- 9 Sch. of Engineering - and Applied Sciences
- D Strive
- A Workforce 1 - (125th Street)
- 13 Zuckerman Institute

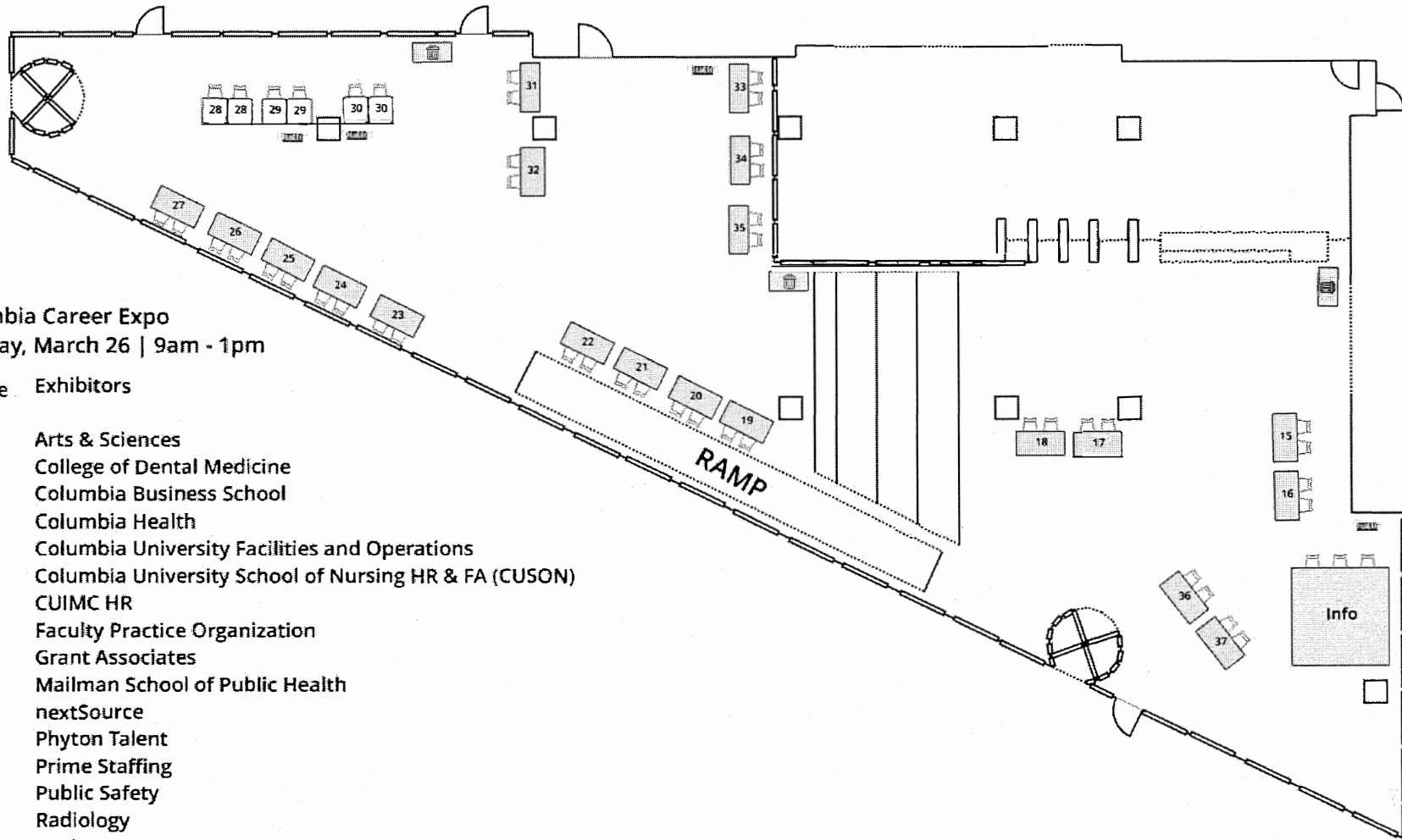


5 Feet

Columbia Career Expo
Tuesday, March 26 | 9am - 1pm

Table Exhibitors

- 17 Arts & Sciences
- 35 College of Dental Medicine
- 15 Columbia Business School
- 34 Columbia Health
- 19 Columbia University Facilities and Operations
- 33 Columbia University School of Nursing HR & FA (CUSON)
- 32 CUIMC HR
- 31 Faculty Practice Organization
- 27 Grant Associates
- 30 Mailman School of Public Health
- 24 nextSource
- 26 Phyton Talent
- 25 Prime Staffing
- 21 Public Safety
- 28 Radiology
- 23 Soni Resources
- 29 Surgery
- 18 The Forum

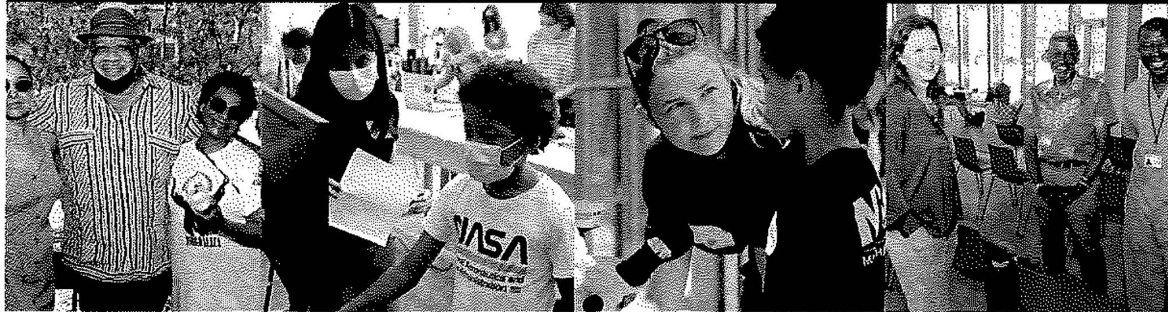


10 Feet

MANHATTANVILLE
COMMUNITY DAY



Welcome Today and Every Day



October 21, 2023
12:00–4:00 p.m.

**Columbia's
Manhattanville
Campus**
125th St. & Broadway

Join us for a free, fun-filled celebration of community! Immerse yourself in the arts through Lenfest Kids film screenings and art workshops with the Wallach Art Gallery. Indulge in Uptown cuisine with flavorful food samples from local vendors. Explore the workings of the brain with family during Saturday Science—plus so much more.

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

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

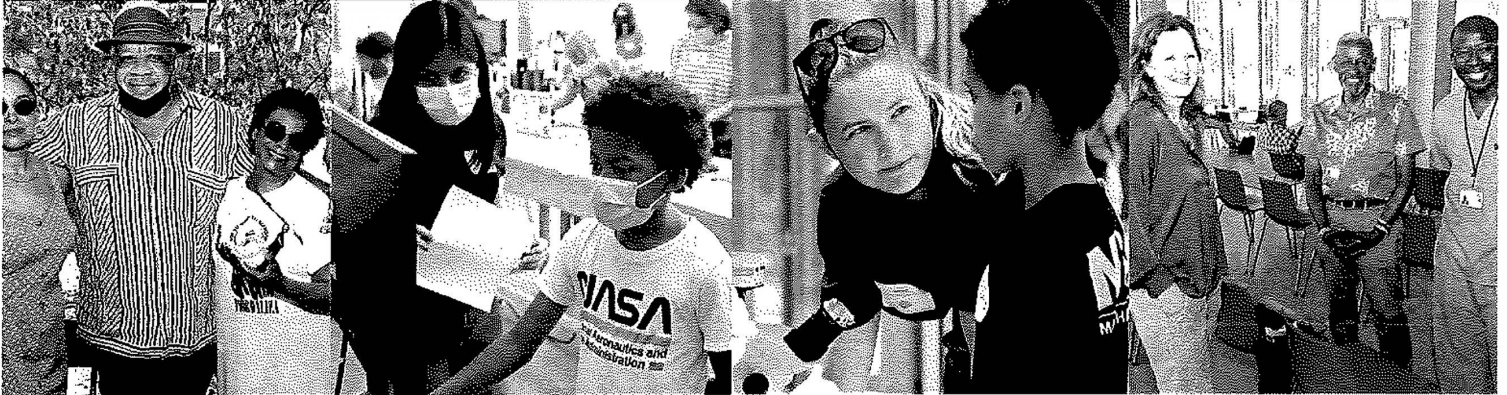


To learn more, visit *Columbia Neighbors* for updates and to register:
neighbors.columbia.edu/communitydayfall23

COLUMBIA NEIGHBORS



Welcome Today and Every Day



June 8, 2024
12:00–4:00 p.m.

**Columbia's
Manhattanville
Campus**
125th St. & Broadway



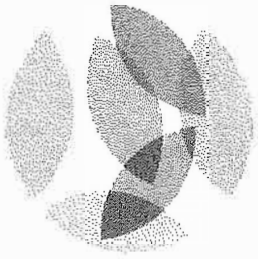
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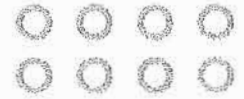
- Live music and performances
- Free food
- Family film screenings
- Art exhibition
- Hands-on science education
- Activities for kids
- Information on Columbia programs for the local community
- Local vendors

To learn more, visit *Columbia Neighbors* for updates and to register:
neighbors.columbia.edu/communityday24

COLUMBIA NEIGHBORS



Broadway Community
We serve.



JOB FAIR

**Is your Morningside Heights business hiring?
Don't miss the opportunity to connect with
enthusiastic new employees!**



August 5, 2024
2-3pm



601 W 114th St.

Contact Tali at tali@broadwaycommunity.org to
RSVP or with questions

Who We Are: Broadway Community is a thriving and necessary social services provider in Morningside Heights. We offer a range of services to help community members move from a place of crisis to stability including career assistance for guests ready to re-enter the workforce. For more information please visit www.broadwaycommunity.org

**Together we can build a stronger,
more resilient Morningside Heights!**

**REGISTER TODAY
FREE ADMISSION!!!**

Sponsored by



The Greater
Harlem
Chamber of
Commerce



West Harlem
Development
Corporation



The City College
of New York

CONGRESSMEMBER
ADRIANO ESPAILLAT
Spring 2024 New York Congressional Election



2024 NY CITY JOBS & CAREER FAIR



- **OVER 50 EMPLOYERS**
- **ON-SITE INTERVIEWS**
- **DISCOVER CAREERS
IN PUBLIC SAFETY
& GREEN JOBS**
- **PROFESSIONAL TRAINING**

WEDNESDAY, AUGUST 14 | 9AM TO 4PM
The City College of New York | Shepard Hall
160 CONVENT AVE. (WEST 139TH STREET, NY)



REGISTER NOW!
SCAN HERE
TO REGISTER
OR SEE CONTACT INFO BELOW

**You may wish to bring copies of
your resume and dress for success!!**

Media Partner



For more information, visit: www.greaterharlemchamber.com

Questions? Contact: info@greaterharlemchamber.com / 212.862.7200. Ask for Ms. Sutton.

#NYCCareers #JobFair2024

If you served at least one day in the active military, naval, or air service, including the Reserves & National Guard, you & your spouse are eligible for priority of service at all of our Workforce Career Centers.



Priority

1

Veteran's Hiring Event & Resource Fair



- ▶ Veteran Specialists will review your resume and connect you to jobs in variety of industries!



- ▶ Workshops on translating military skills into civilian services for resumes will be available!



- ▶ On the spot interviews with employers in social service, security, food service and retail will be available!



- ▶ Veteran organizations will be on site to help with your housing, healthcare, or benefits & claims needs!

Remember to bring:

A photo ID with date of birth, proof of military service (if available), 3 paper copies and a digital copy of your resume. Veteran spouses encouraged to attend!

Date

Wed. August 21

Time

10:00am - 2:00pm

Location

Upper Manhattan
Workforce1 Career
Center

215 W. 125 Street 10027

RSVP

abenson@edsi.com

<https://forms.office.com/r/wgf45U1SSe>

nyc.gov/wf1veterans



careers
businesses
neighborhoods

WORKFORCE 1

A PROUD PARTNER OF THE
AMERICAN JOB CENTER NETWORK

2015-2019
VETERANS
INITIATIVE

UMWF1CC
215 W. 125th St, 6th fl
10027

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 (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	
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			
Mayor's Office of Adult Education	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

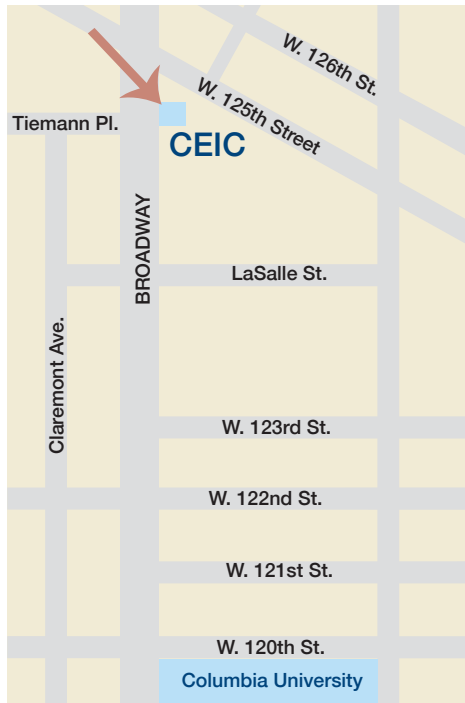
We're Here to Help

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.

How to Navigate Your Job Search with the Columbia Employment Information Center

The Columbia Employment Information Center is available for all job-seekers who would benefit from assistance in a job search.

By Janrey Serapio
March 19, 2024



Near Columbia University's Manhattanville campus—and a stone's throw from the 125th Street subway station—sits a resource center for all job seekers.

For nearly two decades, the Columbia Employment Information Center (CEIC) has remained steadfast in its commitment to assisting its visitors with a job search, operating from Monday to Friday, 9:00 am to 4:00 pm. Over the years, the center has welcomed nearly 58,000 individuals, providing guidance on their resumes, interview skills, and strategy in securing their desired roles—both at Columbia and elsewhere.

In the lead-up to the [2024 Columbia University Career Expo](#) on March 26, *Columbia Neighbors* sat down with CEIC staff to discuss how they support job seekers, what services they offer, and the programming they'll feature at this year's Expo.

A Walk-In-Friendly Hub for Job Seekers

At the heart of CEIC's mission is a commitment to welcoming every visitor and providing tailored assistance to their job-search needs.

"We get really excited when people walk in," said Barbara Catalano, executive director of CEIC. "We meet people at the door to figure out why they're here and how we can help them."

After getting to know someone's work experience, background, and priorities, the team will turn their attention to job search strategy. This can vary, but typically it involves a thorough analysis of their resume.



"We take a look at the resume and help people make adjustments to make sure that it aligns well with the position," said Catalano. "We want people to feel confident when they present their resume to a future employer."

Beyond resume assistance, the team at CEIC helps visitors with everything from networking to interviewing to negotiating salary. But the main goal for a first-time visitor is to leave them with clear next steps.

"Our goal when people walk through our door is to make sure that they have a next step when they walk out," said Catalano. "That can include making those changes on your resume, following up on an application, or circling back with our team for a future appointment."

RELATED

[Assistant IT Director Lamaka Opa on His Time Working with the Columbia Employme...](#)

Hybrid Workshops for Job Seekers

In addition to one-on-one meetings, CEIC offers twice-a-month, hybrid workshops that focus on job readiness and interviewing skills, run by Elizabeth Jones, director of Community Employment Programs and Services.

"Our job readiness workshop covers resume writing, interviewing techniques, and job search techniques," said Jones. "Our interview skills workshop covers interview prep, best practices, and more."



The workshops can run up to two hours, but can often be catered to address the group's interests.

"Some candidates are more curious about applying for positions at Columbia so we'll shift our attention to focus on that," said Jones. "It's nice because since it's usually a smaller group, attendees can still get that one-on-one attention."

An Information Source on Careers at Columbia

Though CEIC's career resources are available to all, the team specializes in helping visitors apply for opportunities at Columbia.

"When people come in asking about jobs at the university, we learn more about their experiences and interests and then we point them in the right direction," said Jones. "We show them the website, how they can filter, and apply. And, like Barbara said, they're always going to have next steps."

In terms of employment opportunities, options vary.

“Open positions can run the gamut from a writer to IT positions, to administrative work up at the Medical Center along with clinical, nursing, and medical assistant positions,” said Catalano. “We also work closely with facilities on temporary maintenance needs like porters, door attendants, groundskeepers, locksmiths, and more.”

The Columbia Temporary Staffing Office, also located in the CEIC building, works closely with CEIC to place candidates in temporary positions that can lead to permanent employment.

“If you're unemployed, it's a perfect way to get your foot in the door,” said Catalano.

Serving the Local Community

Any job-seeker is welcome to take advantage of CEIC's resources, but its accessibility to the local community is key to its mission.

“Any visitor that walks through the door, regardless of where they live, is welcome and we help them equally,” said Catalano. “But we are in this location specifically for the local community. People really appreciate that we're so accessible.”

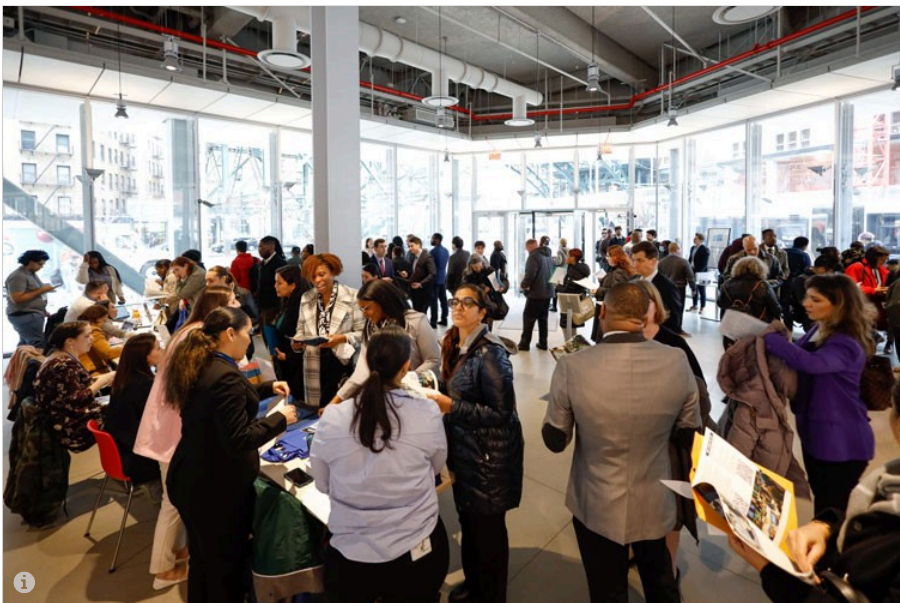
And while many local residents who visit are seeking assistance in the job search, CEIC can help people connect with resources beyond the center.

“If someone comes in and lets us know that they don't have a high school degree, we offer to connect them with Community Impact, which has a high school equivalency program or to other local community-based organizations that offer GED prep classes,” said Catalano. “And if you're a parent and need daycare options for your children as you start seeking employment, we can focus on figuring out your options.”

Coming Up at the Career Expo and More

CEIC also works hand-in-hand with local organizations to spread the word about their services, receive word-of-mouth referrals from local residents, and attend information sessions and job fairs.

Part of that community outreach includes tabling at the Columbia Career Expo, which takes place each year at The Forum. This year, CEIC is looking forward to expanding their activities at the Expo to include an interactive session.



“In addition to Elizabeth's career readiness workshops, one of our vendors, who we work with to connect people to temporary employment opportunities, will be attending,” said Catalano. “They'll be leading a Q&A with two of their recruiters to give people guidance around what they and their other vendors are looking for in a candidate.”

As CEIC gets ready to celebrate their 20th anniversary next year, the staff hopes to see more friendly faces pop by the center.

“I would love to see more visitors come in,” said Jones. “I want the word to be out there as much as possible and to make connections with everyone in the community.”

Catalano encourages anyone who has seen the CEIC sign and wants to know more to stop by.

“If it's not that person who needs help, maybe it's their friend or cousin or neighbor,” said Catalano. “We'd love to just get to know them and know how we can help.”

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Summer/Fall 2024



COLUMBIA UNIVERSITY NEIGHBORS

NEWSLETTER

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Columbia Employment

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Elizabeth Jones (left) and Barbara Catalano (right) at the CEIC

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Read the full article at neighbors.columbia.edu/ceic.

Assistant IT Director Lamaka Opa Reflects on His Time at Columbia



While coming of age, Congo-born, Paris-raised Lamaka Opa was surrounded by examples of empowerment. His father was a physician who used the practice of medicine to uplift communities and his mother was an accountant who led microfinancing efforts to support women in purchasing land and building their own businesses. For Opa, who had an affinity for technology, those displays of service would remain a source of inspiration.

Upon moving to Harlem 16 years ago, Opa aimed to advance his career by finding employment at Columbia. However, the grueling job search and difficulties getting visibility proved frustrating.

Determined to change the course of his quest, Opa leaned on the resources and support provided by the CEIC, which was instrumental in helping his vision of working at Columbia become a reality.

With encouragement from Elizabeth Jones, the director of Community Employment Programs and Services at CEIC, Opa found open roles that fit his skills at Columbia and eventually landed a technician position in the surgery department

at Columbia University Irving Medical Center in 2015.

Now, Opa serves as assistant director of IT in Columbia’s Facilities and Operations (CUFO) department, and focuses

“The staff at the CEIC is very welcoming, professional, and friendly.”

on ensuring others have a seat at the table through his work with the CUFO Equity and Inclusion Council.

Nearing his ninth year at Columbia, Opa reflected on his transformative experience at CEIC.

“The staff at the CEIC is very welcoming, professional, and friendly,” said Opa. “They smile at you. They want to know what you’re there for. It’s positive. I haven’t been there for years, but that’s what stays with me. It’s really important, especially in a time when society is lacking human connection.”

Learn more about Opa’s career journey at neighbors.columbia.edu/lamaka-opa.