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.

Original Language: Please refer to Appendix A.

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 (JAC)
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 Community Services Webpage at http://manhattanville.columbia.edu/community/benefits-and-amenities.

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

Please check to verify EOC items submitted for review.

☐ 1. Link to CEIC website

☐ 2. Link to website for CEIC job listings (JAC)

☐ 3. Link to CEIC website with information regarding live job readiness training workshops

☐ 4. Link to online training portal

☐ 5. Annual report

Monitor's Notes / Comments:

_____
_____
_____
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_____
_____
_____
_____
_____
_____

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

☐ In Compliance

☐ In Progress

☐ Not In Compliance

☐ Not Triggered

APPENDIX A

Declaration Reference and Key Data

Obligation Section Number: **5.07(c)(xxv)(A)**

Obligation Page Number: **58**

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

The Columbia Employment Information Center (CEIC) will 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 Columbia's employment opportunities and continuing counsel and assistance to local residents seeking employment with Columbia. (1 of 6 services provided by the Center identified in Declaration item number 5.07 (c)(xxv).)

Evidence of Compliance

1. Link to website for CEIC job listings
2. CEIC hotline phone number (212-851-1551)

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at http://manhattanville.columbia.edu/community/benefits-and-amenities.

APPENDIX A

Declaration Reference and Key Data

Obligation Section Number: **5.07(c)(xxv)(B)**

Obligation Page Number: **58**

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

The Columbia Employment Information Center (CEIC) will 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 Columbia and facilitating access to integrated support services. (2 of 6 services provided by the Center identified in Declaration item number 5.07 (c)(xxv).)

Evidence of Compliance

1. Annual listing of organizations that provide services for small businesses, leasing space from Columbia and facilitating access to integrated support services

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at http://manhattanville.columbia.edu/community/benefits-and-amenities.

APPENDIX A

Declaration Reference and Key Data

Obligation Section Number: **5.07(c)(xxv)(C)**

Obligation Page Number: **58**

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

The Columbia Employment Information Center (CEIC) will 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. (3 of 6 services provided by the Center identified in Declaration item number 5.07 (c)(xxv).)

Evidence of Compliance

1. Annual listing of organizations that offer training programs and classes in areas such as the skilled trades, administrative support, technology, management and administration
2. Annual report
3. Link to online training portal
4. Link to CEIC website with information regarding live job readiness training workshops

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at http://manhattanville.columbia.edu/community/benefits-and-amenities.

APPENDIX A

Declaration Reference and Key Data

Obligation Section Number: **5.07(c)(xxv)(D)**

Obligation Page Number: **58**

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

The Columbia Employment Information Center (CEIC) will coordinate and host job fairs and job training/job readiness in the community not less than once a year. (4 of 6 services provided by the Center identified in Declaration item number 5.07 (c)(xxv).)

Evidence of Compliance

1. Copies of annual job fair advertisements
2. Link to Jobs at Columbia (JAC) listing vacant positions to inform job fair attendees, where possible
3. Link to online training portal
4. Link to CEIC website with information regarding live job readiness training workshops

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at http://manhattanville.columbia.edu/community/benefits-and-amenities.

APPENDIX A

Declaration Reference and Key Data

Obligation Section Number: **5.07(c)(xxv)(E)[i]-[iii]**

Obligation Page Number: **58-59**

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

The Columbia Employment Information Center (CEIC) will 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: (5 of 6 services provided by the Center identified in Declaration item number 5.07(c)(xxv).)

> *[i]* Referrals for skills training, internships and work-based learning opportunities with CU and through
>> community-based organizations supported by CU.
>
> *[ii]* A catalog of CU'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. Annual listing of organizations that provide business, education, training, and career opportunities available at the CEIC
2. Link to CEIC's webpage listing sessions offered

Columbia University's Implementation Plan and all supporting documentation are made available on the Community Services Webpage at http://manhattanville.columbia.edu/community/benefits-and-amenities.

Columbia Employment Information Center (CEIC)

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

Columbia Employment Information Center (CEIC)

Link to website for CEIC job listings:

https://jobs.columbia.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1335193183562

| CU Home | CU Human Resources | CUMC Human Resources | Job Opportunities |

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Human Resources
Employment Opportunities

HOME
SEARCH OPEN POSITIONS
CREATE MASTER APPLICATION
LOGIN

● **HOW TO APPLY**

Welcome, and thanks for your interest in a career with Columbia University!

Note to Returning Applicants

Due to an update in our application, effective on 12/2/2015 you will be required to edit your application and respond to some new questions. You may do this before applying to a position, or you may simply apply to the position and you will be directed through your application before beginning the application process.

Note to Returning Users:

This organization is a federal contractor subject to the Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended by the Jobs for Veterans Act of 2002, 38 U.S.C. 4212 (VEVRAA). The final rules now require contractors and subcontractors to invite applicants to self-identify as protected veterans or individuals with disabilities.

You can update your demographic information by logging in and clicking on "EDIT APPLICATION".

The information is being requested on a voluntary basis, and will be kept confidential. Refusal to provide this information will not subject the applicant to any adverse treatment, and will not be used in a manner inconsistent with the act.

Please see the menu on the left for links to key information.

New Users

- To search for administrative and staff positions, click the **Search Open Positions** link at left. For academic and research officer positions, please visit RAPS at Columbia or HERC.
- To apply for a job, click the **Create Master Application** link at left, then follow the directions.
- **Do not create more than one master application. The system will allow you to apply to multiple positions from the same master application.**

Returning Users

- Click **Login**, and enter your username and password
- This enables you to:
  - **Edit and/or update your existing master application.**
  - Apply to new jobs without re-entering your master application information.
  - Review the status of positions you have applied to.

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

Contact Benefits · General Inquiries · Directory

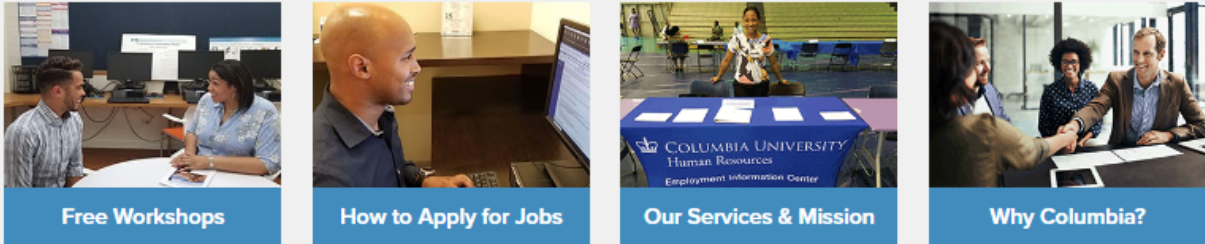**Benefits**   **Learning & Development ▾**   **Resources ▾**   **New Hires**   **About ▾**   **Careers ▾**

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. All workshops are held at the CEIC Office.

See schedule and register below.

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. Topics include:

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

Interview Skills Workshop

Once you land the interview, we will help prepare you for the process and impress your future employer. 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"

Menu

Columbia Employment Info Center

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

Contact Us

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

WORKSHOP SCHEDULE & REGISTRATION

Name

Columbia Employment Information Center (CEIC)

Link to Online Training Portal:

https://www.linkedin.com/learning/login?dest=%2Flearning%2Fme%3Ftrk%3Demail_activation%26u%3D2139321&theme=learning&u=2139321

in LEARNING

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.

COLUMBIA UNIVERSITY HUMAN RESOURCES

Employment Information Center

Stop by and apply
for open positions at
https:///jobs.columbia.edu
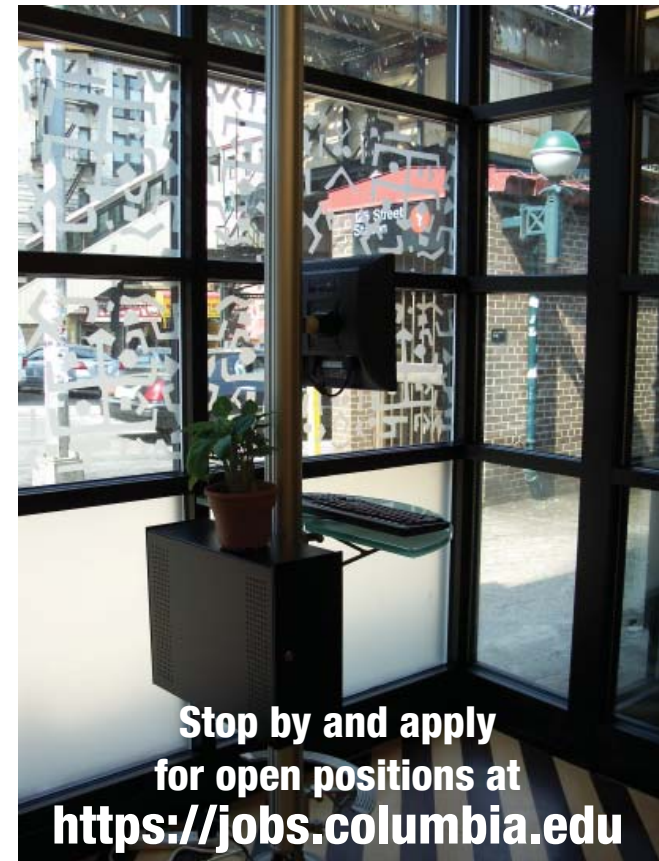
3180 Broadway (at 125th Street)
(212) 851-1551 | ceic@columbia.edu
Monday - Friday, 9 a.m. - 5 p.m.

Working at Columbia

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

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

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

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

Search and Apply for Jobs

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

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

Things to Remember:

- All Columbia job applications must be submitted online. Administrative and staff jobs are submitted through https://jobs.columbia.edu; instructional positions are managed through a different site, https://academicjobs.columbia.edu.

- Each job requires that you apply separately. Once your master application is completed, you will not need to re-enter information—just use the same login and attach the master application for each submission. You may apply for additional positions anytime by using your master application.

- At a minimum, all of our jobs require a high school diploma or the equivalent. If you need a GED, we may be able to direct you to an appropriate resource in your neighborhood.

- You must be eligible to work in the United States to be considered for a position with Columbia.

Key Application Steps

1. Log in to Columbia's online job site at **http://jobs.columbia.edu**.

2. Click on "Search Open Positions" in the menu bar to explore current job listings and to see what qualifications are required to fill the positions.

3. Begin the application process by clicking on "Create Master Application" in the menu bar. You will be asked to create a user name and password to continue the application. Be sure to create only one user name and password. You need to create only one master application, which takes 20 to 40 minutes. The master application contains information required for every application.

4. Once your master application is complete, you will be able to apply for those positions for which you are qualified. You can expect each separate job application to take about 10 minutes to complete.

5. That's it! The system will let you know that your application has been submitted. The hiring department will contact you if your qualifications match their needs and they would like to talk with you more about the position. You can log in to the jobs website at any time to track job openings, apply for other jobs, and see if and when positions have been filled, and you may withdraw an application from consideration at any time.

COLUMBIA EMPLOYMENT INFORMATION CENTER

WORKING AT COLUMBIA

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

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

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

THE EMPLOYMENT INFORMATION CENTER—WE'RE HERE TO HELP

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

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

LIVE AND ONLINE JOB-READINESS TRAINING PROGRAMS

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

LIVE TRAINING WORKSHOPS

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

Topics include:

- résumé and cover letter development
- interview skills
- job search strategies
- 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
- 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.**

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
- ▶ Preparación de la entrevista
- ▶ Estrategias para la búsqueda de trabajo
- ▶ 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
- ▶ Habilidades de negocios
- ▶ Desarrollo de habilidades personales
- ▶ Trabajo en equipo.
- ▶ Ventas y atención al cliente
- ▶ Liderazgo
- ▶ Desarrollo de habilidades profesionales
- ▶ Desarrollo de proyectos
- ▶ Desarrollo de software

PLANEE UNA VISITA

Puede aprender más sobre nosotros en **www.comunityjobs.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.

Administrative Coordinator

Summary:

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

Main Duties & Responsibilities:

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

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

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

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

Required Skills & Qualifications:

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

Employment Advisor

Summary:

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

Main Duties & Responsibilities:

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

Required Skills & Qualifications:

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

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

NYC AGENCY EDUCATION & WORKFORCE TRAINING INCLUDES:	1 Services for Small Businesses	2 Integrated support services	3 Classes for skilled trades	4 Classes for Administrative Support	5 Classes for Technology	6 Classes for Management	7 Classes for Administration	8 Skills Training	9 Internships	10 Work-based learning opportunities	11 Work-based learning programs for high school students	12 Work-based learning programs for high school dropouts	13 Work-based learning programs for individuals transitioning from welfare-to-work	14 Work-based learning programs for individuals with special needs
Do they provide bilingual services? (Y/N)	**Y**													
Employment														
Workforce 1	x	x	x					x	x	x	x	x	x	
Strive	x	x	x						x	x				
Abyssinian Development Corporation			x					x	x		x	x	x	
Bronx Works	x	x	x		x			x	x	x				
Northern Manhattan Improvement Corporation	x	x	x		x			x	x					
HCCI			x					x						
Goodwill Industries														
AARP Foundation		x	x	x	x			x						
Volunteers of America		x						x		x		x	x	x
Grant Associates		x												
Henry Street Settlement		x						x	x		x	x	x	
Dress for Success		x						x						
Services for the Underserved (Verterans Services)		x												
West Harlem Group Assistance	x	x	x		x			x	x					
West Harlem Skills Training Center		x	x					x	x	x	x	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														
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	
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	

NYC AGENCY EDUCATION & WORKFORCE TRAINING INCLUDES:	15 Work-based learning programs for veterans	16 Leasing Space
Do they provide bilingual services? (Y/N)		
Employment		
Workforce 1	x	x
Strive		
Abyssinian Development Corporation		
Bronx Works		
Northern Manhattan Improvement Corporation		
HCCI		
Goodwill Industries		
AARP Foundation	x	
Volunteers of America	x	
Grant Associates		
Henry Street Settlement	x	
Dress for Success		
Services for the Underserved (Verterans Services)	x	
West Harlem Group Assistance		
West Harlem Skills Training Center	x	
Education (GED, ESOL, Literacy)		
Community Impact (Columbia University)		
Harlem YMCA		
Literacy Partners		
Small Business Development		
Harlem Business Alliance		
NYC Business Solutions		
Governmental Agency Partners		
Department of Veteran's Affairs		
NYCHA		
Department for the Aging		
CUNY		
NYS Department of Labor	x	
NYC Economic Development Corporation		
NYC Department of Health & Mental Hygiene		
NYC Human Resources Administration		
NYC Parks & Recreation		
NYC of Youth & Community Development		

State Submission Date: October 15, 2018

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

State Submission Annual Reporting Period: **October 2017 - September 2018**

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.

Job Readiness Training Provided by the Columbia Employment Information Center

Month	Used Online Training (cumulative total MTD)	Attended Live Training	Attended One-on-One Training	Total
Oct-2017	***	15	98	113
Nov-2017	***	10	83	93
Dec-2017	***	11	89	100
Jan-2018	***	10	82	92
Feb-2018	***	17	85	102
Mar-2018	14**	75	77	152
Apr-2018	44**	29	29	58
May-2018	63**	8	184	192
Jun-2018	208**	6	157	163
Jul-2018	***	4	124	128
Aug-2018	***	10	85	95
	208	**195**	**1093**	**1288**

** Cumulative total users month to date in Lynda.com

*** The CEIC is no longer using the online training program SkillPort. The contract between Columbia and SkillPort ended in June 2017. As a replacement to Skillport, the CEIC selected Lynda.com as the new online training program. Lynda.com ended this program in July 2018 and tanisitioned to a new online program called LinkedIn Learning. LinkedIn Learning launched at the CEIC in September

Online Training was temporarily unavailable while the CEIC selected a new program to replace SkillPort. Online training was also temporarily unavailable while Lynda.com transitioned to their new online training program, LinkedIn Learning.

Live Training is conducted in group sessions. Topics at each session include Interviewing Skills, Resume Building, Job Search Strategies and tips on how to Dress for Success. The CEIC added an additional monthly training workshop focusing on Interviewing Skills in February 2018. For a listing of free job readiness and interviewing skills training workshops available at the Center, visit:

http://community-jobs.columbia.edu

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

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

Month	GED	ESL	Vocational Training*	NYC Agency Education & Workforce Training	Total
Oct-2017	1	0	2	0	3
Nov-2017	1	2	0	0	3
Dec-2017	2	1	0	0	3
Jan-2018	3	1	0	0	4
Feb-2018	1	0	0	0	1
Mar-2018	0	0	1	0	1
Apr-2018	0	0	1	0	1
May-2018	3	1	0	0	4
Jun-2018	1	1	0	0	2
Jul-2018	2	1	0	0	3
Aug-2018	0	1	0	0	1
	14	**8**	**4**	**0**	**26**

*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 2017 - September 2018**

Job Fairs Hosted by Columbia University

Name of Job Fair	Job Fair Host(s)	Date	Location
Columbia University Career Expo	Columbia University	March 27, 2018	Alfred Lerner Hall 2920 Broadway at 115th Street New York, NY 10027

Job Fairs in which Columbia University Participated

Name of Job Fair	Job Fair Host(s)	Date	Location
New York State Department of Labor Seasonal Mini Job Fair	New York State Department of Labor	October 11, 2017	215 W 125th Street, 6th Floor New York, NY 10027
New York City Housing Authority (NYCHA) Forum	Manhattan Community Boards 9 and 7	October 14, 2017	Our Children's Foundation 527 W 125th Street, 3rd Floor New York, NY 10027
West Harlem Group Assistance Inc. Housing and Career Fair	West Harlem Group Assistance, Inc.	October 17, 2017	West Harlem Group Assitance, Inc. 127 W 127th Streer- Gym (Between Lenox and 7th Ave.) New York, NY 10027
Harlem Community Development Corporation	Harlem Community Development Corporation	May 17, 2018	Denny Farrell Riverbank State Park Athletics Gymnasium 679 Riverside Drive New York, NY 10031
Northern Manhattan Improvement Corporation Opportunity Fair	Northen Manhattan Improvement Corporation (NMIC)	June 14, 2018	Northern Manhattan Imporvement Corporation 45 Wadsworth Ave. New York, NY 10033

Additional Supporting Documentation

● Copies of Job Fair advertisement flyers

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

2018 CAREER EXPO

Tuesday, March 27
9:00 a.m. - 3:00 p.m.

Alfred Lerner Hall
2920 Broadway at 115th Street
New York, NY

Attendees are encouraged to pre-register at **cufo.columbia.edu/2018Expo**

For directions, please go to: **visit.columbia.edu/content/directions-morningside-heights-campus-1**

- Meet representatives from Columbia University, staffing firms, security firms, and construction management firms
- Attend job preparedness training
- Learn how to use Columbia University's employment website
- Meet representatives from job skills training organizations

Partial list of participating organizations

Job Skills Training
- Northern Manhattan Improvement Corp
- STRIVE
- West Harlem Skills Training Center
- Workforce1

Staffing Firms
- The Bachrach Group
- Linium Resources
- Winter Wyman

Security & Construction Management Firms
- Johnson Security Bureau
- Skanska
- Summit Security Services
- The Velez Organization

Photo: Career Expo, June 2017

COLUMBIA UNIVERSITY
Facilities and Operations

Hiring Opportunities in
Facilities and Operations

- Help maintain the exciting new campus of one of the world's leading institutions of higher education
- One of the top private employers in New York City

Seasonal Mini Job Fair

NEW YORK STATE OF OPPORTUNITY. | **Department of Labor**

Date & Time:
10/11/17
10:00am to 1:00pm

Location:
215 West 125th Street, 6th Floor
New York, NY 10027

Meet with 6 Businesses from the following Sectors:
Customer Service, Administrative/Clerical, Maintenance, Warehouse, Transportation, Human Services, Restaurant Services

Attending Businesses:
Columbia University, GoodTemps, DropCar, WellLife Network, GVC II, Chick-fil-A
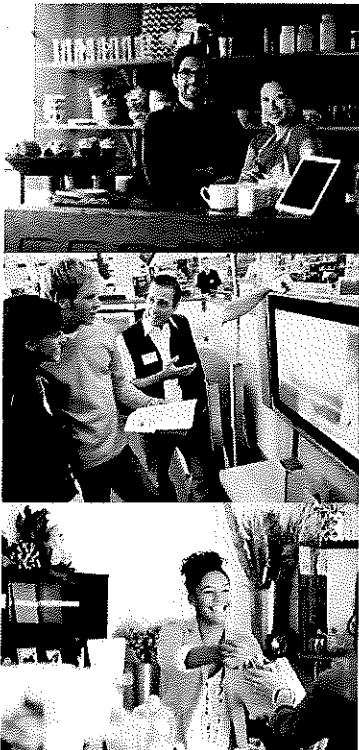
To Attend:
No Appointment Necessary
Dress for success
Bring plenty of resumes

For More Information About This Event:
Bronxtowork@labor.ny.gov

Equal Opportunity Employer/ Program.
Auxiliary aids and services are available upon request to individuals with disabilities.

THE CITY OF NEW YORK
COMMUNITY BOARD 9
MANHATTAN

Morningside Heights
Manhattanville
Hamilton Heights

NYC Manhattan **7**
Community Board

Community Boards 9 and 7 host

NYCHA FORUM

Join us for:

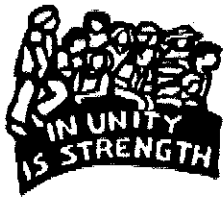General Discussion on issues facing NYCHA residents
Repairs and lack of repairs
Lack of resident engagement
NYCHA property sales and developments

Information / Resources available

Refreshments will be served

Date:	Saturday, October 14th, 2017
Time:	11am-2pm
Location:	Our Children's Foundation
	527 W 125th St – 3rd Floor
	New York, NY 10027

NYCHA and Elected Officials invited

RSVP online: goo.gl/xiwDwq
OR call CB9M District Office at (212) 864-6200 /email mcb9housing@gmail.com

JOB/HOUSING FAIR

TUESDAY, OCTOBER 17, 2017
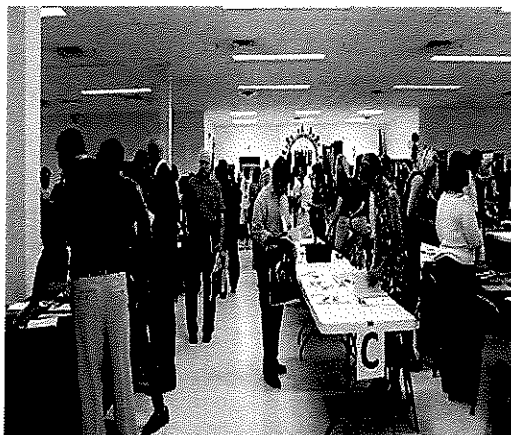
10:00AM – 3:00PM

"Job Information and Housing Information"

Are you looking for employment or ready to make a change in your career?

Join us as we bring to you a career fair packed with many available positions.

Meet with Realtors and Mortgage Lenders for Apartment, Housing, or Homeownership Information.

Come Early with Resumes Ready!

Open to Everyone!

Bring Copies of Your Resume!

Kiddie Art Activities for Little Visitors

by

Creative Art Works

Employers Looking for You!

Giveaways

Bring A Pen

Various Positions to Choose From

Come Prepared

Business Casual Attire

West **HarLem GrouP** assistance, inc.

PRESENTED BY
WEST HARLEM GROUP ASSISTANCE, INC.
127 West 127th Street-Gym
[Bet. Lenox and 7th Ave.]
New York, NY 10027
Ms. Hylton

212-862-1399 Ext. 39

NEW YORK
STATE OF
OPPORTUNITY.

Harlem Community Development Corporation

3ʳᵈ Annual Spring Career Fair

Over 40 Employers from the Public and Private Sectors will be represented, including Law Enforcement, Health Care, Education, Insurance, New York State and City Government, and many more.

Please bring copies of your current resume!

Resume assistance will be provided onsite by the New York State Department of Labor

Dress Professionally – No backpacks or large bags will be allowed

**Thursday, May 17, 2018
10:00 AM – 4:00 PM**

Location: **Denny Farrell Riverbank State Park
Athletics Gymnasium
679 Riverside Drive
New York, NY 10031**

Please register by contacting Harlem CDC at (212) 961-4100 or harlemcdc@esd.ny.gov

Harlem CDC is a Subsidiary of Empire State Development

NEW YORK
STATE OF
OPPORTUNITY.

Department of Labor

NEW YORK
STATE OF
OPPORTUNITY.

Parks, Recreation and Historic Preservation

NMIC

NORTHERN MANHATTAN
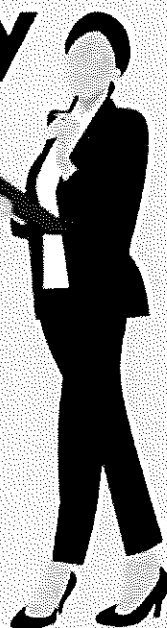IMPROVEMENT CORPORATION

NMIC PRESENTS 1ST ANNUAL

Opportunity

FAIR

Thursday
June
14TH

12:00PM

Bring copies of your resume & dress professionally to meet with potential employers, school reps & the armed services.

Check in 2nd Floor Reception desk

45 Wadsworth New York, 10033

RSVP: ronaldrosales@nmic.org, alemirdelarosa@nmic.org, albertfelipe@nmic.org