

**Manhattanville in West Harlem Implementation Plan Report
October 15, 2025 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>.

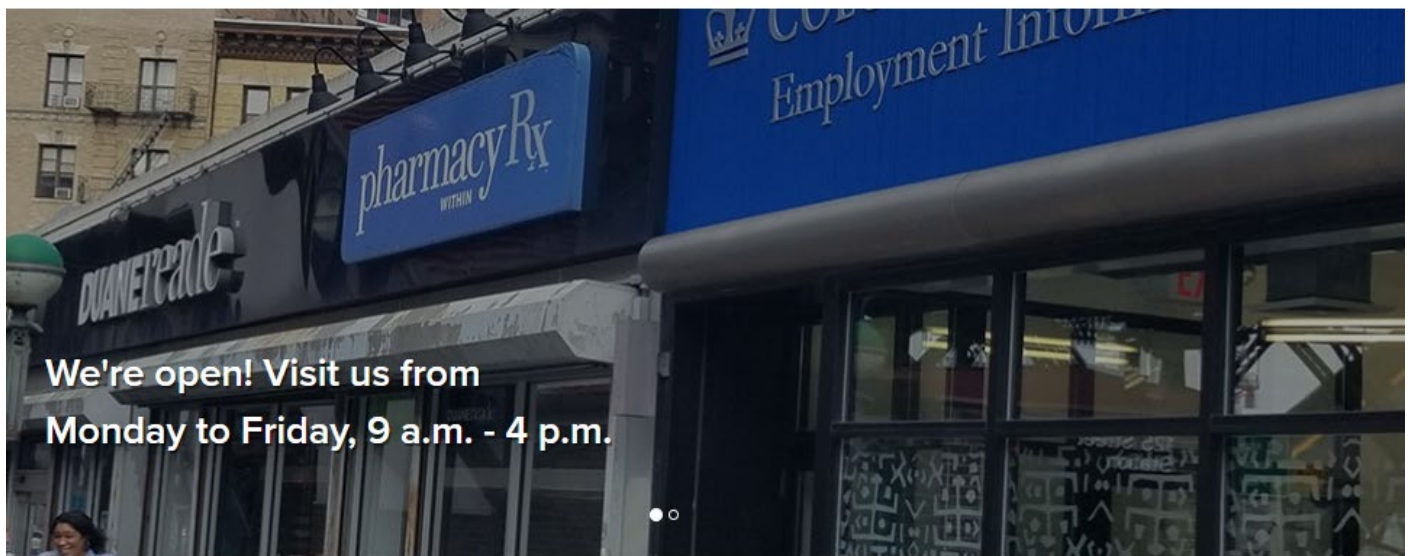
Columbia Employment Information Center (CEIC)

Link to CEIC website:

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



Columbia Employment Information Center



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

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

[Learn how](#) CEIC can help you with resume guidance, interview skills, and building a strategy to secure your desired role.



Columbia Employment Information Center (CEIC)

Link to website for CEIC job listings:

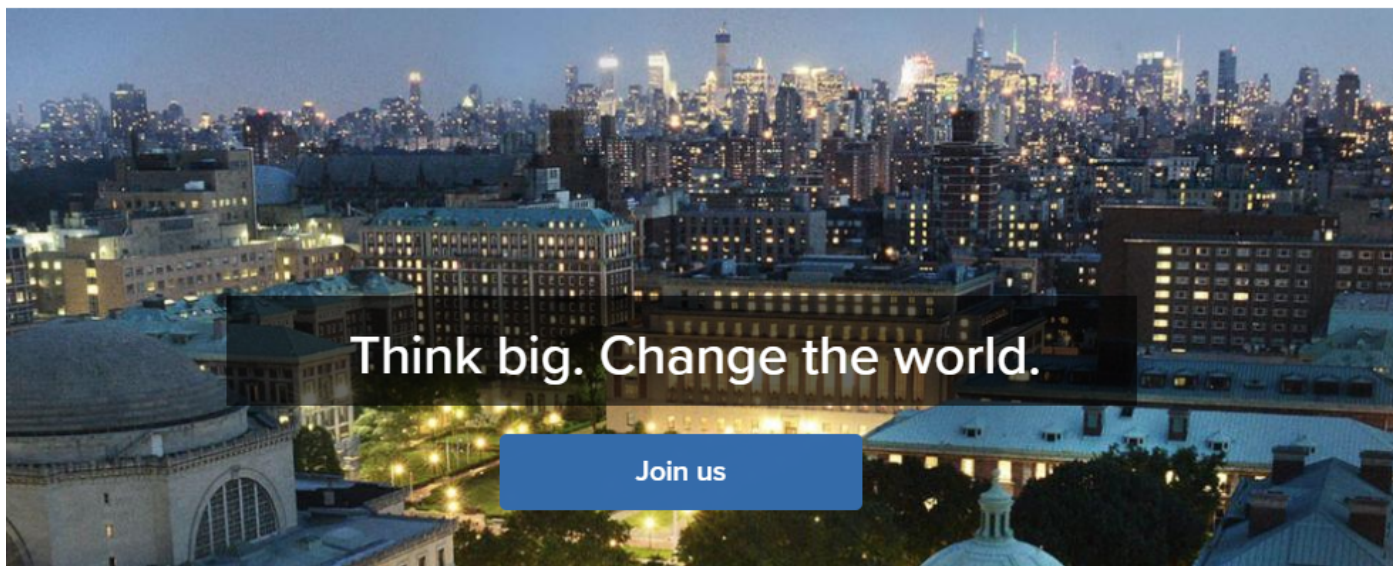
<https://careers.columbia.edu/>

COLUMBIA UNIVERSITY IN THE CITY OF NEW YORK

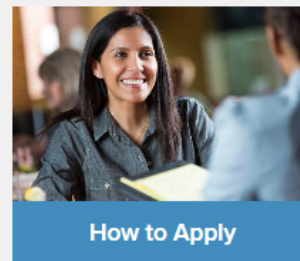
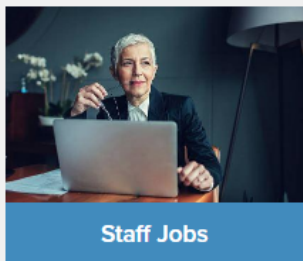
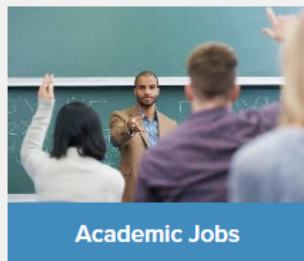


CAREERS AT COLUMBIA

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.

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 2024 - September 2025**

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-2024	7	40	47
Nov-2024	0	19	19
Dec-2024	7	20	27
Jan-2025	2	22	24
Feb-2025	1	24	25
Mar-2025	3	15	18
Apr-2025	1	25	26
May-2025	6	26	32
Jun-2025	4	25	29
Jul-2025	8	21	29
Aug-2025	1	34	35
Sep-2025	1	31	32
	41	302	343

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
19	14	9

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-2024	0	0	0	0
Nov-2024	1	0	0	1
Dec-2024	0	0	0	0
Jan-2025	1	0	0	1
Feb-2025	0	0	0	0
Mar-2025	0	0	0	0
Apr-2025	0	0	0	0
May-2025	0	0	0	0
Jun-2025	0	0	0	0
Jul-2025	0	0	0	0
Aug-2025	0	0	0	0
Sep-2025	0	1	0	1
	2	1	0	3

*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 2024 - September 2025**

Job Fairs Hosted by Columbia University

Name of Job Fair	Job Fair Host(s)	Date	Location
Columbia Dining Job Fair	Columbia University	June 12, 2025	The Lee C. Bollinger 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	June 7, 2025	The Lee C. Bollinger Forum 125th Street and Broadway New York, NY 10027
Greater Harlem Chamber of Commerce, NYC Job & Career Fair	The Greater Harlem Chamber of Commerce	August 13, 2025	The City College of New York Shepard Hall 160 Convent Avenue New York, NY 10031

Additional Supporting Documentation

- Copies of Job Fair advertisement flyers



\$19+ PER HOUR | UNION BENEFITS

JOIN OUR TEAM

Columbia Dining Job Fair

June 12, 2025, 9:00 AM - 12:00 PM

The Lee C. Bollinger Forum at Columbia University

601 W 125th St, New York, NY 10027

RSVP HERE





MANHATTANVILLE COMMUNITY DAY



WELCOME TODAY AND EVERY DAY
Returning June 2025!

COLUMBIA'S MANHATTANVILLE CAMPUS
125TH ST. & BROADWAY

**Free film screenings, food samplings, kids' activities,
resources, and so much more.**

COLUMBIA NEIGHBORS



neighbors.columbia.edu
neighbors@columbia.edu

STAY IN THE LOOP

Subscribe to Our Weekly Newsletter
neighbors.columbia.edu/newsletter



COLUMBIA | Lee C. Bollinger Forum

Events

PAST EVENT

Manhattanville Community Day Summer 2025

Add to Calendar: [Calendar](#) / [Outlook](#) [Google](#) [Yahoo](#)



June 7, 2025

🕒 8:00 AM-12:00 PM
America/New_York

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

NY CITY JOBS CAREERS FAIR



The Greater Harlem Chamber of Commerce



The City College of New York



West Harlem Development Corporation

ADRIANO ESPAILLAT



60+ companies & government agencies will be hiring!

2025 NY CITY JOBS & CAREERS FAIR

Learn about emerging job markets through our expert panel discussions!

THE CITY COLLEGE OF NEW YORK
AUGUST 13TH 2025
9:00AM - 4:00PM

All interested individuals are invited!

PARTICIPATING PARTNERS

- 81ST STREET SERVICE CORPORATION
- ADOLESCENT SKILLS CENTER
- AM NY*
- AUDACITY*
- BARRIER FREE LIVING
- CHASE BANK*
- CIVILIAN COMPLAINT REVIEW BOARD
- COLUMBIA EMPLOYMENT INFORMATION CENTER
- CON EDISON
- CUNY BUILDING PERFORMANCE LAB
- DASNY (DORMITORY AUTHORITY OF THE STATE OF NY)
- DEPARTMENT OF TRANSPORTATION (DOT) EXHIBITS
- ELH MOMT LLC
- FEDERAL BUREAU OF INVESTIGATION
- FIRE DEPARTMENT OF NEW YORK (FDNY)
- H&N INSURANCE
- HARLEM COMMUNITY DEVELOPMENT CORPORATION
- HOT BREAD KITCHEN
- MANHATTAN ECC
- METROPLUS
- METROPOLITAN TRANSPORTATION AUTHORITY (MTA)
- MOUNT SINAI
- NEW YORK POLICE DEPARTMENT (NYPD)
- NEW YORK ROAD RUNNERS
- NY WOMEN'S CHAMBER OF COMMERCE

PARTICIPATING PARTNERS

- NYC ADMINISTRATION FOR CHILDREN'S SERVICES
- NYC DEPARTMENT OF PROBATION
- NYC DEPARTMENT OF SMALL BUSINESS SERVICES
- NYC DEPARTMENT OF SOCIAL SERVICES
- NYC DOHMH PUBLIC HEALTH LABORATORY
- NYC PARKS
- NYC PARKS - WORKFORCE DEVELOPMENT
- NYS ASSEMBLYMAN AL TAYLOR
- NYS DEPARTMENT OF CIVIL SERVICE
- NYS DEPT OF CORRECTIONS & COMMUNITY SUPERVISION
- NYS DEPARTMENT OF ENVIRONMENTAL CONSERVATION
- NYS DEPARTMENT OF FINANCIAL SERVICES
- NYS DEPARTMENT OF LABOR
- NYS POLICE
- OFFICE OF THE DISTRICT ATTORNEY - BRONX COUNTY
- OFFICE OF THE DISTRICT ATTORNEY NY COUNTY (MANHATTAN)
- PONCE BANK
- PRIMERICA FINANCIAL
- REGIONAL ALLIANCE FOR SMALL CONTRACTORS
- ST NICKS ALLIANCE WORKFORCE DEVELOPMENT
- THE CITY COLLEGE OF NEW YORK*
- U.S. SMALL BUSINESS ADMINISTRATION
- WELLS FARGO
- WEST HARLEM DEVELOPMENT CORPORATION

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:

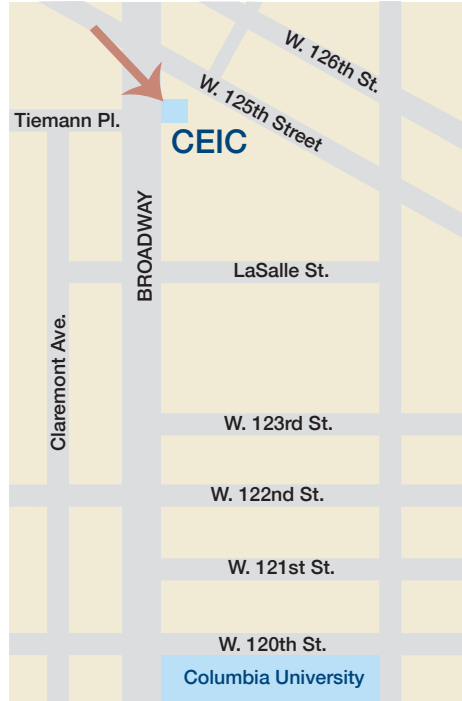
El centro es un punto de acceso para aplicar a posiciones abiertas en la Universidad así como para conseguir asistencia para buscar un trabajo y participar en programas de entrenamiento.

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

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

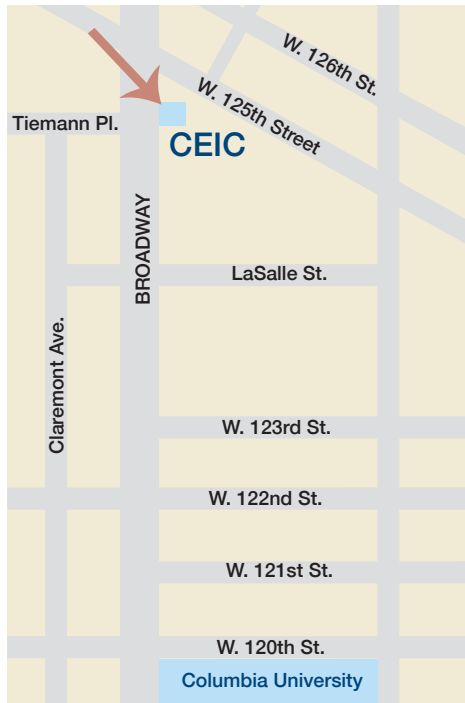
We're Here to Help

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.

Summer/Fall 2024



COLUMBIA UNIVERSITY NEIGHBORS

NEWSLETTER

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Columbia Employment

Navigate Your Job Search with the Columbia Employment Information Center



The Columbia Employment Information Center will celebrate its 20th anniversary in 2025.

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

The Columbia Employment Information Center (CEIC), which operates from Monday to Friday, 9:00 am to 4:00 pm, has welcomed nearly 58,000 individuals since its founding. It provides guidance on resumes, interview skills, and strategies for securing a job—both at Columbia and elsewhere.

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."

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

"Open positions can run the gamut from a writer to IT positions, to administrative

work up at the Medical Center," said Catalano. "We also work closely with Facilities on temporary maintenance needs like porters, door attendants, groundskeepers, locksmiths, and more."



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

And though any job-seeker is welcome to take advantage of CEIC's resources, 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."

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.

COLUMBIA UNIVERSITY NEIGHBORS

WINTER/SPRING 2025 NEWSLETTER

INSIDE

- Waterfall Returns to Morningside Park
- Columbia Community Health Center's New Era
- Celebrating Four Years of Community Day





Programs and Resources Directory

To find details on more than 100 public programs, resources, and services at Columbia University, visit our directory at neighbors.columbia.edu/resources, which includes everything you need to know about programs like these:



A'Leia Bundles Community Scholars are Uptown residents who work on a project or skill that benefits their community.



The Education Lab is open year-round and hosts a variety of brain science programs for local youth.



The Columbia Employment Information Center serves local residents seeking employment at Columbia and elsewhere.



Lenfest Kids is a monthly series of free films for the whole family screened at Lenfest Center's theaters on the Manhattanville campus.