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.

Visit the Center

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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.

Working at Columbia

Key Application Steps

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.

Search and Apply for Jobs

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

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

Things to Remember:

- All Columbia job applications must be submitted online. Administrative and staff jobs are submitted through https://jobs.columbia.edu; instructional positions are managed through a different site, https://academicjobs.columbia.edu.
- Each job requires that you apply separately. Once your master application is completed, you will not need to re-enter information—just use the same login and attach the master application for each submission. You may apply for additional positions anytime by using your master application.
- At a minimum, all of our jobs require a high school diploma or the equivalent. If you need a GED, we may be able to direct you to an appropriate resource in your neighborhood.
- You must be eligible to work in the United States to be considered for a position with Columbia.
LIVE TRAINING WORKSHOPS

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

Topics include:
- résumé and cover letter development
- 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.

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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.

www.community-jobs.columbia.edu • 3180 Broadway • 212-851-1551
communityjobs@columbia.edu
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.

Especially 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
- Liderazgo
- Desarrollo de habilidades profesionales
- Trabajo en equipo
- Desarrollo de proyectos
- Ventas y atención al cliente
- Desarrollo de software
- Taller de entrevistas
- Estrategias para la búsqueda de trabajo
- Vistiendo bien para la entrevista de trabajo

PLANEE UNA VISITA


Le invitamos a visitar el Centro de Información de Empleo y a conocer más sobre las oportunidades de trabajo en la Universidad de Columbia. El Centro está abierto de lunes a viernes de 9.00 a.m. a 5.00 p.m., y está localizado en 3180 Broadway y la calle 125. Aunque puede visitarlo sin previa cita, le invitamos a que se comunique al 212-851-1551 para hacer una cita.

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

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

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

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

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

**Summary:**

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

**Main Duties & Responsibilities:**

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

**Required Skills & Qualifications:**

- Bachelor’s degree and/or equivalent combination of education and experience required.
- Minimum of 2 years’ experience in an administrative support or coordinator role, preferably in a Human Resources Department.
- Superior PC skills with experience in Outlook, Word, Excel and PowerPoint.
- Strong time management skills and ability to manage multiple priorities.
- **Excellent interpersonal and communications skills in both English and Spanish.**
- Proven ability to establish positive working relationships with internal and external stakeholders.
- Capacity to exercise independent judgment in resolution of administrative problems or issues.
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### Listing of Organizations that Provide Business, Education, Training and Career Opportunities

<table>
<thead>
<tr>
<th>NYC AGENCY EDUCATION &amp; WORKFORCE TRAINING INCLUDES:</th>
<th>Services for Small Businesses</th>
<th>Integrated support services</th>
<th>Classes for skilled trades</th>
<th>Classes for Administrative Support</th>
<th>Classes for Technology</th>
<th>Classes for Management</th>
<th>Classes for Administration</th>
<th>Skills Training</th>
<th>Internships</th>
<th>Work-based learning opportunities</th>
<th>Work-based learning programs for high school students</th>
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<th>Work-based learning programs for individuals transitioning from welfare-to-work</th>
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State Submission Date: October 15, 2018 © Columbia University
<table>
<thead>
<tr>
<th>Organization</th>
<th>Do they provide bilingual services? (Y/N)</th>
<th>Work-based Learning Programs for Veterans</th>
<th>Leasing Space</th>
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<tr>
<td>Workforce 1</td>
<td>Y</td>
<td>X</td>
<td>X</td>
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<td>Strive</td>
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<td>Goodwill Industries</td>
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<td>Volunteers of America</td>
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<td>Henry Street Settlement</td>
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<td>Services for the Underserved (Veterans Services)</td>
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<td>NYC of Youth &amp; Community Development</td>
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</table>
### 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

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

** 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 transitioned 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](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)

<table>
<thead>
<tr>
<th>Month</th>
<th>GED</th>
<th>ESL</th>
<th>Vocational Training*</th>
<th>NYC Agency Education &amp; Workforce Training</th>
<th>Total</th>
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</thead>
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<tr>
<td>Oct-2017</td>
<td>1</td>
<td>0</td>
<td>2</td>
<td>0</td>
<td>3</td>
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<tr>
<td>Nov-2017</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>3</td>
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<tr>
<td>Dec-2017</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Jan-2018</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
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<tr>
<td>Feb-2018</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Mar-2018</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
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<tr>
<td>Apr-2018</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>1</td>
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<tr>
<td>May-2018</td>
<td>3</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>4</td>
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<tr>
<td>Jun-2018</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Jul-2018</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>Aug-2018</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

** 14

** 8

** 4

** 1

** 26

*Vocational training referrals include the areas of skilled trades, administrative support, technology, management, and administrative support.

State Submission Date: October 15, 2018

© Columbia University
### Annual Report: Columbia Employment Information Center (CEIC) Job Fairs

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

#### Job Fairs Hosted by Columbia University

<table>
<thead>
<tr>
<th>Name of Job Fair</th>
<th>Job Fair Host(s)</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
</table>
| Columbia University Career Expo           | Columbia University        | March 27, 2018 | Alfred Lerner Hall
2920 Broadway at 115th Street
New York, NY 10027 |
| 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 |
| Manhattan Community Boards 9 and 7        | 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 Assistance, 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 | Northern Manhattan Improvement Corporation (NMIC) | June 14, 2018 | Northern Manhattan Imporvement Corporation
45 Wadsworth Ave.
New York, NY 10033 |

#### Job Fairs in which Columbia University Participated

<table>
<thead>
<tr>
<th>Name of Job Fair</th>
<th>Job Fair Host(s)</th>
<th>Date</th>
<th>Location</th>
</tr>
</thead>
</table>
| 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
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New York, NY 10031 |
| Northern Manhattan Improvement Corporation Opportunity Fair | Northern 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
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

<table>
<thead>
<tr>
<th>Job Skills Training</th>
<th>Staffing Firms</th>
<th>Security &amp; Construction Management Firms</th>
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</thead>
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<tr>
<td>Northern Manhattan Improvement Corp</td>
<td>The Bachrach Group</td>
<td>Johnson Security Bureau</td>
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<tr>
<td>STRIVE</td>
<td>Linium Resources</td>
<td>Skanska</td>
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<td>West Harlem Skills Training Center</td>
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<td>Summit Security Services</td>
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<td></td>
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<td>The Velez Organization</td>
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</table>

Partial list of participating organizations

- The Bachrach Group
- Linium Resources
- Winter Wyman

- Johnson Security Bureau
- Skanska
- Summit Security Services
- The Velez Organization
Seasonal Mini Job Fair

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.
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) 864-4200 / 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!

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
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
NMIC PRESENTS 1ST ANNUAL

Opportunity FAIR

Thursday June 14TH
12:00PM

Check in 2nd Floor Reception desk
45 Wadsworth New York, 10033

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

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