



# Employment Information Center

## MISSION

**Our dedicated team of expert and caring professionals provides a variety of useful employment services and training programs that assist visitors in obtaining meaningful work at Columbia University or elsewhere in the community.**

Since 2004, the Employment Information Center has operated in West Harlem as a source of information and a critical access point to make Columbia 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.

### We're Here to Help

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 in which to learn about job opportunities at the University, as well as the training programs and job search counseling services offered directly through the Center.

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. Center staff help facilitate the hiring process, but schools and departments remain responsible for hiring decisions and informing candidates of direct employment offers.

### 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:

- resume & 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.

### 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% 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.

Each year, Columbia hires hundreds of non-academic employees. We offer a wide range of employment opportunities for people who are interested in working at the University, 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 University provides competitive benefits packages, as well as a broad array of Work/Life programs and services. Columbia also offers ongoing training and professional development opportunities.

### One-on-One Job Search Counseling

Staff at the Center are available for personal one-on-one meetings to assist with a job search. In these meetings we cover the following areas:

- Plan and discuss the job search strategy, and identify positions that best match previous experience or career interests
- Review the resume and cover letter, and provide useful feedback on potential areas for improvement
- Conduct mock interviews to help prepare for future interviews with Columbia University hiring managers or other potential employers
- Provide referrals to community resources to further assist with individual needs

To book a meeting with one of our staff, please contact us at 212-851-1551.



## Applying for Jobs at Columbia

The Employment Information Center is pleased to provide access to computer stations to assist visitors in their online job search. All visitors are welcome to search through the list of current job postings and, if they find a job that interests them, complete the online application process and submit their name as a candidate for the position.

The Center's staff are available to assist anyone with any questions you may have during the application process.

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.

Please remember:

- All Columbia job applications must be submitted online through our online jobs website at <http://jobs.columbia.edu>.
- All applicants are required to complete a master application. Once your master application is completed, you will not need to re-enter information — just attach the master application and your resume for each job posting submission.
- You may apply for additional positions anytime by using your master application and resume.
- At a minimum, all of our jobs require a high school diploma or the equivalent. If you need a GED, we are able to direct you to an appropriate resource in the local community.
- You must be eligible to work in the United States to be considered for any position.
- A background check may be required for certain positions.



## Plan a Visit

We invite you to visit the Employment Information Center and learn more about the employment opportunities available 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 125<sup>th</sup> Street.

Although walk-ins are welcome, we also welcome you to call 212-851-1551 and make an appointment.

### EMPLOYMENT INFORMATION CENTER

3180 Broadway

212-851-1551

[ceic@columbia.edu](mailto:ceic@columbia.edu)

Monday to Friday, 9 a.m. to 5 p.m.

The Employment Information Center is easily accessible by public transportation:

Take the 1 subway line, the M4 bus or the M104 bus to 125<sup>th</sup> Street, just steps from the Center.

