

**GRADUATE STUDENT CAREER DEVELOPMENT
ELECTRONIC NEWSLETTER
SEPTEMBER 21ST, 2007**

For more information, please visit our website at www.careereducation.columbia.edu.

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1. [Selected Upcoming Employer Presentations \(*for full list of employer presentations and locations please visit our website at \[www.careereducation.columbia.edu/events\]\(http://www.careereducation.columbia.edu/events\)\)](#)

9/24: Lehman Brothers Asia; Bearing Point; UBS Asia; IMS Health
9/25: Management Solutions; Amper Investment Banking; Morgan Stanley; Thomas Weisel Partners
9/26: RBC Capital Markets; ZS Associates
9/27: BMO Capital Markets; Macy's Merchandising Group; Microsoft Techfest

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2. [Upcoming Workshops and Panels](#)

- a. [Career Essentials for Master's Students, Part 3: Interviewing Techniques](#)

*Tuesday, September 25, 1:30pm EDT to 3:00pm EDT
Center for Career Education Conference Room*

In this final session of the series, we will focus on effective interviewing techniques. Students from all Master's programs strongly encouraged to attend. Attendance at previous sessions is NOT required to attend this event. Please register on our website at www.careereducation.columbia.edu/events. For further information, please contact Laurie Davis by sending email to ld2292@columbia.edu.

b. Career Essentials for PhD Candidates: Expanded Options, Part 2: Job Search

Wednesday, September 26, 2007 from 1:30pm EDT to 3:00pm EDT

Center for Career Education Conference Room

This three-part series covers essential career-education topics for graduate students considering careers beyond academia.

Part I. September 19: Career Tools (resume and cover letter)

Part II. September 26: Job Search

Part III. October 3: Interviewing

Graduate students who are exploring non-academic career options are welcome to attend one, two, or all three of these core workshops. Please register on our website at www.careereducation.columbia.edu/events. For further information, please contact Beth Olson by sending email to bo2145@columbia.edu or by calling 854-5609.

c. Career Essentials for PhDs: The Academic Track, Part 1

Thursday, September 27, 2007 from 1:30pm EDT to 3:00pm EDT

Center for Career Education - Conference Room

Preparing for the academic job search - an essential three workshop series.

This series reviews essential information for a successful academic job search. Workshops will take place at 1:30pm on successive Thursdays in the CCE Conference Room. The first workshop (9/27) will address: Job Search Preparation: assessment and targeting, CVs, cover letters, job openings research, and applications. Succeeding workshops will cover: The Academic Job Search Timeline - how to use your time in graduate school effectively, and, Tools - academic interviewing, benchmarking, using conferences, and negotiating offers. Graduate students exploring academic career options are welcome to attend one, two, or all three workshops. Please register on our website at www.careereducation.columbia.edu/events. For further information please contact Richard Kurz by sending email to rk347@columbia.edu.

d. "Behind the Academic Search Committee"

October 2, 9, 18, and 23, 2007 from 6:00pm EDT to 7:30pm EDT

Philosophy Hall - Room 301

This popular panel series features Columbia faculty from the major disciplines discussing their expectations of applicants for entry level tenure track positions. If you are considering an academic career, these panels will help you prepare. Panel members address a broad range of topics encompassing the academic job search process: interviews, "job talks", and personal recommendations for preparation for an academic career. Panelists will take questions from the audience,

Disciplines are scheduled as follows:

October 2: Humanities
October 9: Physical Sciences, Engineering, and Mathematics
October 18: Social Sciences
October 23: Life Sciences

For the Humanities panel – Professors Pierre Force, Jean Howard, Branden Joseph, and Edward Mendelson are confirmed.

Please register on our website at www.careereducation.columbia.edu/events. For further information please contact Richard Kurz by sending email to rk347@columbia.edu.

e. Bear Stearns Resume Workshop

***September 26, 2007 from 8:00pm EDT to 9:00pm EDT
Hamilton Hall - Room 303***

As a part of your preparation for the Career Fair (9/28) and the "recruiting season," join Bear Stearns for a resume presentation and Q&A. The first 20 people to arrive will have the opportunity to go one-on-one with a Bear Stearns representative and have their resumes personally edited after the general presentation. Food and drinks will be served. Business casual attire recommended. For further information regarding this event, please contact Center for Career Education by sending email to careereducation@columbia.edu.

f. Case Interview Preparation Workshop

***September 26, 2007 from 8:30pm EDT to 10:00pm EDT
Math Building, Room 203***

Interested in strategy consulting but terrified by cases? Join CES and Thomson Strategic Consulting (TSC) for a Case Prep Workshop. Katerina Vorotova (CC'07), who is currently an Associate Strategy Consultant at TSC and her colleague Kiran Raghavapudi, TSC manager and McKinsey alum, will present some common frameworks for solving cases and will dissect one case in detail. TSC is the internal consulting unit of the Thomson Corporation, a leading provider of integrated information solutions (\$6.6B annual revenue). In the news: Thomson recently acquired Reuters and will soon double its revenue. For more information or to RSVP, email Columbia Economic Society Consulting at CESconsulting@gmail.com.

g. Careers In...Hedge Funds

***September 26, 2007 from 6:00pm EDT to 7:00pm EDT
Philosophy 301***

The "Careers In..." series provides you with opportunities to hear panel presentations from speakers (primarily alumni) in various career areas. This series helps highlight the connection between what you learn as students at Columbia and life after graduation. This first event of the Fall season will focus on careers in hedge funds. For further information regarding this event, please contact Heather Cohen by sending email to hjc2105@columbia.edu

i. Making the Most of a Career Fair

***September 27, 2007 from 5:00pm EDT to 6:00pm EDT
Center for Career Education - Conference Room***

Are you unsure of how to make the most of the upcoming Fall Career Fair? This workshop will help you prepare - learn how to talk to employers, create an 'elevator pitch', hear networking tips, and learn what to do before, during and after the fair in order to make the most of this experience. For further information regarding this event, please contact Center for Career Education by sending email to careereducation@columbia.edu or by calling 212-854-5609.

3. Upcoming Career Fairs

a. Columbia Fall Career Fair

September 28, 2007 from 11:00am EDT to 4:00pm EDT
Roone Arledge Auditorium, Alfred Lerner Hall

2920 Broadway (at 115th Street) PROFESSIONAL ATTIRE REQUIRED (full suit)

The Fall Career Fair will include organizations from many industries including finance, consulting, consumer packaged goods, media, marketing, advertising, and more and is open to undergraduate and graduate students. We welcome employers who will have internship as well as full time opportunities. It is a unique and productive way to meet students and alumni from Columbia University in one setting. For a list of employers attending the event, visit <http://www.cce.columbia.edu/events/index.php>. No RSVP required.

b. Environmental Career Fair

Date: *Thursday, October 4th, 2007*

Time: *3:00pm – 6:30pm*

Location: *Pace University, Kessel Student Center, Pleasantville, NY*

The Environmental Consortium of Hudson Valley Colleges & Universities invites you to attend its first Environmental Career and Graduate School Fair. Learn about various environmentally related graduate degree programs, explore career and internship options, and meet and network with professionals in diverse fields. This event is FREE and open to all students in the region from any major. Students looking for employment, internships, research, and volunteer opportunities should attend.

Why should you attend:

Growing awareness of the environmental concerns we face is adding urgency to the need for skilled and knowledgeable graduates who can confront the issues and take charge in implementing solutions. Students want to learn about environmental careers and education options that will help them make a difference in the world. A panel of experts from higher education, non-profit, government and business sectors will discuss environmental career opportunities and the educational preparation you will need to take advantage of them. Then meet with representatives from graduate schools, companies and organizations to learn about specific programs, jobs, and other opportunities.

Transportation:

Free shuttle from two Metro-North railroad stations -- visit the fair website for details and times.

RSVP required, register online at:

http://environmentalconsortium.org/taskforces/student/student_events.htm

The first 20 registrants will receive a free copy of The ECO Guide to Careers that Make a Difference: Environmental Work for a Sustainable World (must be present at the fair to receive), and 5 additional copies will be raffled off at the event. This event is co-sponsored by the Environmental Consortium's Student Activities Task Force and Pace University, with support from the Beacon Institute.

Questions? Contact Donna at 914-773-3738, or email info@environmentalconsortium.org.

4. Employer Information Sessions: Second event of the series, "Getting Your Foot in the Door: Career Education for Multicultural and Nontraditional Students"

Date: *September 25, 5:00-7:00pm*

Location: *Broadway Room, Lerner Hall*

If you are interested in learning more about potential employers you may consider for internships or jobs after graduation, come listen to representatives from a variety of organizations speak about what makes their organizations unique, what it takes to succeed, and how best to prepare yourself now for future employment.

Employers include: Google, Lehman Brothers, Steve and Barry's, Bank of America, Macys, InRoads, and SEO.

This event is part of the series "Getting Your Foot in the Door- Career Education for Multicultural and Nontraditional Students." Please check the calendar for upcoming events in this series. Supported by the Office of Multicultural Affairs, the School of General Studies, the Center for Student Advising and the Center for Career Education.

For more information on any of these events, email Emily Grey at eag2109@columbia.edu

5. Internship Opportunities

a. Research Associate for Upcoming Book

A Columbia Adjunct Associate Professor is in search of a Research Associate for a book.

Qualifications: Graduate Student: interest in both finance and writing

Position: Research Associate working in conjunction with the author on the narrative and case studies

Book Title: "The Battle for Wall Street: Financial Technology and Next Generation of Global Trading"
(Publisher's final manuscript date: March 08/Publication date: September 08)

Compensation: highly competitive market rates (part to full time from June-September, part time for academic year September-March)

Topic: Analyze the struggle for power between the traditional financial institutions (global investment banks) and recent upstarts (money managers/hedge funds) empowered by significant changes in technology and access to information, capital flows and the investor

Author: Richard Goldberg, Adjunct Associate Professor at SIPA, has lived the story (25 year Wall St veteran at Lazard, Lehman and Wasserstein Perella) and together with the research team will provide readers with wonderful behind the scene perspectives, interviews with the major players, and unique insight into the future

TO APPLY: Columbia Graduate students interested in the position(s) should contact Richard Goldberg with CV at rg2274@columbia.edu

b. Ombretta Agro' Andruff, curator and art dealer, seeks interns

Ombretta Agro' Andruff, a free lance curator and private dealer based in NYC is currently looking for one or two interns to work with her and her company, Agro'/Glickman STEP (1), starting ASAP.

Mainly he/she will be assisting in several curatorial projects for the next 18 months (exhibitions in the US as well as in Europe and India) as well as helping STEP (1) with art fairs and other events such as one-night performances, exhibitions and receptions featuring one or more artists from our stable.

It is a part-time position, with flexible hours, unpaid but will provide anyone who is interested in pursuing a curatorial/dealer career a great deal of experience and fun. For more information about [this employer](#) please see her website at www.ombrettaagro.com as well as the company's website, www.step1art.com

Should you need more information do not hesitate to contact:

Ombretta Agro' Andruff

72 1/2 Irving Place

NY NY 10003

T: 212-473 4464

www.ombrettaagro.com

This information was forwarded by Marjorie Orcel-Cozart of the Artists' Resource Center at the School of the Arts. Please let Marjorie know if you were able to land this gig (mro2105@columbia.edu.) The more feedback I receive from SoA students the more services the ARC will be able to provide.

c. Poets House seeks a Library Intern

Organization

Poets House

72 Spring Street, 2nd Floor

New York, NY 10012

Qualifications

Qualified candidates will be dedicated, organized, have the ability to work independently, thoroughly, and with attention to detail, possess excellent writing, computer and interpersonal skills, be enthusiastic and flexible, and have a demonstrated interest in the arts. A familiarity with contemporary American poetry is a plus. This is an excellent opportunity to gain hands-on experience in one of the nation's premier nonprofit literary organizations.

Position Description

Poets House is a 50,000-volume poetry library, archive and meeting place that is open to the public 39 hours per week. Interns work a maximum of thirty hours per week and should work a minimum of eight hours. Normal office and library hours are 11-7 Tuesday through Friday. The library is also open 11-6 on Saturdays.

The primary responsibility of the intern is to assist Poets House staff. Necessary work often includes greeting and assisting library users, answering reference and research questions, preparation of bulk mailings, database entry, and filing. Interns also work closely with our non-circulating poetry collection; shelving books and reviewing the collection for accuracy are the principle tasks necessary for upkeep of the library. Additional responsibilities often include set-up for events, editing, and drafting correspondence.

There are also several specific long-term projects interns may be asked to help with. These include: cataloging our 50,000-volume collection; researching new poetry publishers and publications in preparation for the next Poets House Showcase; assistance with the Children's Room and Children's Book Show; and work on the Axe-Houghton Multimedia Archive.

This position is unpaid, however the intern may arrange to receive course credit or work-study money if eligible. Further details about the organization can be found on our web site, www.poetshouse.org.

How To Apply

A resume and cover letter are required, and should be submitted via e-mail to Michael Romanos at mike@poetshouse.org. (Please send resume and cover letter as separate Word documents.)

6. Job Opportunities

a. TNS Seeks Research Associate in their Polling & Social Research Group

TNS has an immediate opening for a Research Associate at its Horsham, PA location. TNS is one of the world's largest full service market and opinion research firms specializing in public policy, healthcare, travel/transportation, media, and public opinion research among other areas.

This position acts as the point-person for the management of projects within the Polling and Social segment to ensure high quality client deliverables according to project plans and budgets. The Research Associate will assist in questionnaire design, supervision of data collection, methodology, and proposal writing.

Knowledge and skill requirements:

1. A Bachelor's Degree and at least 2 years of relevant work experience in survey research. An advanced degree is preferred.
2. Solid knowledge of and experience with quantitative and qualitative research methods.
3. Experience with SPSS, and MS Office software applications (Access, Excel, PowerPoint and Word).
4. Proven supervisory, organizational, project and time management skills.
5. Team player; excellent interpersonal skills.
6. Self-starter, proactive problem solver and strategic thinker.

Salary, Benefits and Applications

TNS offers a competitive benefits package. Salary will be commensurate with experience.

Please email your resume to Shawn Dilfield at <mailto:shawn.dilfield@tns-global.com>

Please visit <http://www.tns-global.com> for further information.

b. Director of the Center for the Study of Languages and Cultures (CSLC)

The College of Arts and Letters at the University of Notre Dame is creating a new Center whose mission is to advance language learning and the understanding of world cultures. The Director will play a leading role in enhancing teaching and assessment practices, building upon the achievements of individual language programs, and facilitating the discussion of issues vital to the teaching of language and culture. The Director will also participate in the final planning and implementation of the CSLC; collaborate with departments, centers, and institutes involved in the study of language and culture across campus; promote the professional development of faculty and graduate students; provide support for less commonly taught languages; expand undergraduate peer tutoring; and represent the University at academic and professional conferences. The teaching load is expected to be one course per year beginning in the second year.

Qualifications: Ph.D. (in hand by time of appointment) in a language, Second Language Acquisition, or a related field; native or near-native fluency in a language other than English; training or experience in SLA and pedagogy; and previous experience in administration and classroom language teaching required. Experience in grant writing and training in instructional technology preferred. Twelve-month faculty appointment, 3-5 year term, indefinitely renewable pending favorable reviews; begins July 1, 2008. Salary highly competitive.

Applications: Please send a letter of application, curriculum vitae, and three letters of recommendation by November 30 to David Gasperetti, Department of German and Russian Languages and Literatures, 318 O'Shaughnessy Hall, University of Notre Dame, Notre Dame, IN 46556. Applications will be acknowledged by a letter from the chair of the search committee. The University of Notre Dame is an affirmative action employer with a strong commitment to fostering a culturally diverse atmosphere for faculty, staff, and students. Women, minorities, and those attracted to a university with a Catholic identity are encouraged to apply. Information about the University, including our mission statement, is available at <http://www.nd.edu>.

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COLUMBIA UNIVERSITY CENTER FOR
Career Education

For more information please contact us at:

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