SPRING 2014 PROGRAM OF EVENTS

Interviewing Skills I Networking
LinkedIn Profile Development
Industry Showcases I Employer Info Sessions
Employer Site Visit Program
Mock Interview Program I Webinars

COLUMBIA UNIVERSITY CENTER FOR Career Education
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Power Half Hour Workshops

Please join us for any of the following workshops in the CCE Conference Room from 12:30–1 p.m. PowerPoints and tipsheets are also available on the Multimedia Library (career-education.columbia.edu/resources/multimedia) and Tipsheet (careereducation.columbia.edu/resources/tipsheets) sections of our website.

Resumes & Cover Letters
Tuesday, January 21, 2014
Wednesday, February 5, 2014
Friday, February 14, 2014

By attending a 30-minute Power Half Hour workshop on Resume & Cover Letter writing, you will be able to confidently format, revise, and improve the documents and the way you present yourself on paper. Before you attend the workshop, please visit our website, which will give you a great overview of the topic.

Job & Internship Search
Wednesday, January 22, 2014
Thursday, February 6, 2014

Learn how and where to search, and how to make the most effective use of your time in today's job market. Tap into Columbia-specific tools and learn about social media resources to incorporate into your search.

On-Campus Interviewing
Thursday, January 23, 2014  Tuesday, February 25, 2014
Monday, February 3, 2014  Tuesday, March 4, 2014
Thursday, February 13, 2014  Thursday, March 13, 2014
Thursday, February 20, 2014  Wednesday, March 26, 2014

CCE’s On-Campus Recruiting (OCR) Program brings employers to campus for the purpose of meeting, interviewing and recruiting students. On-Campus Interviewing (OCI) is critical to the success of the OCR Program for both students and employers alike.

Based on recent employer and student feedback, we have updated our OCI policies and procedures. To ensure that everyone is made aware of these updates, all students must gain or re-gain OCI access*. Students who attend this event will be granted OCI access within two business days of the training.

In this training, we will provide an overview of CCE services and the ways in which students can best prepare for their job search. We will also review how to search and apply for jobs and internships using LionSHARE, CCE’s online job database and recruiting system. Largely, we will speak about the OCR Program, with a particular focus on on-campus interviews.

Students will learn how to best prepare for on-campus interviews, become aware of both student and employer expectations throughout this process, and most importantly, learn how to use available resources while navigating the job search and interview process.

*If you had OCI access prior to 7/1/2013 and are currently enrolled at Columbia, your OCI access was turned off as new policies are now in place. You must complete the On-Campus Recruiting Program Overview training to re-gain access.

LinkedIn Profile Development
Monday, January 27, 2014

With over 200 million professionals on LinkedIn, LinkedIn is one of the most powerful online professional resources and an easy way for you to connect with alumni and industry professionals. Join this workshop to learn how to develop your profile and make it stand out.

Using LinkedIn for Your Job or Internship Search
Tuesday, February 4, 2014
Wednesday, February 12, 2014

LinkedIn is a powerful tool when you’re job hunting. With 95% of companies using LinkedIn to identify intern and full-time candidates, it is essential that you know how to successfully navigate this social media platform. Come to this workshop and learn how to use LinkedIn to identify job and internship postings. We will also share useful tips on how to connect with recruiters, hiring managers, Columbia alumni, and industry professionals through LinkedIn.

Interviewing Skills
Thursday, January 30, 2014
Friday, February 7, 2014
Tuesday, February 11, 2014

If you have an interview approaching, have never had one before, or simply want a refresher, spend 30 minutes with us learning the tools of effective interviewing. We’ll cover how you should prepare, what employers look for and how to present yourself effectively. Before you attend the workshop, please visit our website, which will give you a great overview of the topic.

Networking
Monday, February 10, 2014

Up to 70+% of all jobs are found through connections. Networking equips you with support, knowledge, and inside information about jobs and organizations, which helps you to make career decisions and secure positions. Attend this workshop to learn about the basics of networking and gain confidence.

Interested in connecting with Columbia alumni?

Join the Columbia Career Connections LinkedIn Group! This LinkedIn group is a great way to identify Columbia alumni for the purposes of career exploration, informational interviewing, mentoring, and job searching. To join, please visit: linkd.in/columbiacareerconnections.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Mock Interview Program

Wednesday, February 5, 2014, 5–9p.m.
Wednesday, February 12, 2014, 5–9p.m.
Tuesday, February 18, 2014, 5–9p.m.
Center for Career Education
Business attire required. (See our Professional Attire Tipsheet at careereducation.columbia.edu/resources/tipsheets.)

Mock interviews are always available at CCE, but to help you prepare, CCE is bringing alumni, employers, and the entire CCE counseling staff to provide more opportunities for you to practice and improve your interviewing skills. You must schedule an appointment in advance to participate in these extra mock interview sessions. Slots will be given on a first come, first served basis. Call the main desk at 212-854-5609 to schedule your 30-minute one-on-one session.

Spring Career Fair

Friday, March 7, 2014, 11a.m.–4p.m.
Lerner Hall
Business attire required. (See our Professional Attire Tipsheet at careereducation.columbia.edu/resources/tipsheets.)

The Spring 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 and alumni. We welcome students who are interested in internship as well as full time opportunities. It is a unique and productive way to meet employers looking to hire students and alumni from Columbia University. Follow #CCESCF to stay updated.

Prepare for the Fair! See pages 11 and 16 for details on the “Making the Most of the Career Fair” workshops for undergraduate and graduate students.

Did You Know?

- Columbia University is a member of MentorNet (mentornet.net), the award-winning e-mentoring network for students interested in engineering, science, mathematics, and technology. This resource connects students to professionals in industry, government, and higher education.

- CCE has a Clothing Closet. Borrow suits and accessories for the purpose of attending an interview, career fair, or professional networking event, thanks to generous donations from Macy’s and Bloomingdale’s. For more information, please visit careereducation.columbia.edu/services/clothingcloset.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
All Students

Job Search Skills Workshop and ISSO Presentation for International Students

Wednesday, January 29, 2014, 2–4p.m.
Wednesday, April 2, 2014, 10a.m.–12p.m.
Center for Career Education, Conference Room

Please join us for this special International Student Career Workshop offered jointly by the Center for Career Education and the International Student and Scholar’s Office (ISSO).

The first hour of the workshop will be presented by CCE and will focus on the special cultural and language issues and challenges that International Students face in the job search process. We will discuss the cultural norms of getting jobs in the U.S. in areas like networking, body language and business etiquette. We will also go over the importance of improving your English language abilities to be more effective in elevator pitches, interviews and written communications. We will delve into suggested methods of language improvement including existing resources.

During the second half of the workshop a staff member of the ISSO will provide information for International Students who are interested in staying in the U.S. to work after completion of their programs. You will receive valuable information and have the chance to ask any questions concerning F-1 Optional Practical Training and sponsorship issues including time lines and application procedures.

Industry Showcase: Fashion

Wednesday, January 29, 2014, 6–7:30p.m.
Lerner Hall, Party Space
Business attire suggested. (See our Professional Attire Tipsheet at careereducation.columbia.edu/resources/tipsheets.)

CCE in partnership with the Columbia College Student Council, HOOT, Columbia College Women and Columbia College Young Alumni will hold a joint information session and recruiting event for a number of organizations within the fashion industry.

Come hear from several alumni panelists from Baublebar.com, DKNY, Marc Jacobs, Ralph Lauren and more. The networking portion of the event will be an opportunity to learn about participating employers’ full-time and summer internship opportunities at our multi-firm industry showcase.

Organizations participating this year (additional employers TBD): Baublebar.com, BRAG, DKNY, H&M, Humble Chic, Li & Fung and Ralph Lauren.

Industry Showcase: AMP (Advertising, Marketing & Public Relations)

Tuesday, February 4, 2014, 7–8:30p.m.
Lerner Hall, Broadway Room
Business attire required. (See our Professional Attire Tipsheet at careereducation.columbia.edu/resources/tipsheets.)

CCE in collaboration with Columbia Women’s Business Society will hold a panel and networking session for organizations with opportunities in advertising, marketing and public relations. This event will shed light on the differences between these three industries and allow you to network with professionals from several organizations.

Professionals in Residence

If you have ever wanted to “pick the brain” of an industry insider about trends in their industry, best practices for students in the hiring process, and advice about career paths, join us for this casual meal and discussion series at CCE. For more information, visit our website at careereducation.columbia.edu/professional-residence-program.

Sree Sreenivasan – Chief Digital Officer, Metropolitan Museum of Art
Wednesday, February 19, 2014, 6:30–8p.m.
Center for Career Education, Conference Room

This session will provide students with the opportunity to have a conversation with Sree Sreenivasan (@sree), the Chief Digital Officer at the Metropolitan Museum of Art. Learn about Sree’s career in social media.

Bio: Sree Sreenivasan, Chief Digital Officer, Metropolitan Museum of Art; Adjunct Professor, Columbia Journalism School.

Formerly: Chief Digital Officer, Columbia University; Professor at Columbia Journalism School; Dean of Students, Columbia Journalism School.

Known as: Tech Evangelist/Skeptic; Social Media blogger - CNET News; Co-Founder - South Asian Journalists Association; Poynter’s - 35 social media influencers • AdAge’s - 25 media people to follow on Twitter • SPJ’s - 20 journalists to follow on Twitter • OnlineColleges’ - 50 most social media savvy profs • Newsweek’s - 20 most influential South Asians in America • GQ India’s - 30 digital Indians • UNITY - seed list of journalists of past century • HuffPo’s - 50 media people on Facebook.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
SEAS Speed Networking

Wednesday, February 19, 2014, 7–9p.m.
Lerner Hall
Registration required in advance.

Learn industry insights and networking tips from the experts! Columbia Engineering alumni and other industry professionals will meet with students in pairs for mini-networking rounds each lasting 8 minutes. Speed networking will be followed by open networking and reception time with refreshments. This event is co-sponsored by the Center for Career Education, Engineering Development and Alumni Relations, and the Society of Women Engineers.

SCCEN Chats

Monday, March 10, 2014, 4–5p.m.
Thursday, March 27, 2014, 4–5p.m.
Center for Career Education, Conference Room

Planning to be in Boston, Los Angeles, San Francisco, or Washington D.C. during summer 2014? Looking to connect with fellow Columbia students and alumni in these cities during your time there for networking, career mentoring, fun, roommates, and city resources? If so, join the Summer CCE Network (SCCEN), which provides you with the opportunity to expand your personal and professional network by connecting with Columbia students and alumni while away from New York for the summer.

As a SCCEN member, you will also have access to a database of Columbia alumni interested in mentoring current students so that you can find an industry professional to mentor you throughout the summer. In addition, you will be invited to numerous networking and recreational events over the course of the summer, giving you numerous opportunities to explore the city and industries of interest with other Columbia students and alumni.

To learn more about the program benefits or for any questions, attend a SCCEN Chat to meet with the SCCEN Program Manager as well as a former SCCEN members in a one-on-one session. This is not a requirement of the program, rather just an opportunity to get your questions answered in a small group or individual setting and speak with students who have participated in the program already to learn about what they gained from it.

Questions? Please do not hesitate to contact Laura Maltz, SCCEN Program Manager, at ljm2167@columbia.edu.

STEP Chats

Monday, March 10, 2014, 4–5p.m.
Thursday, March 27, 2014, 4–5p.m.
Center for Career Education, Conference Room

Looking to expand your network in the STEM fields? If so, join STEP, the Science, Technology & Engineering Program, which provides you with the opportunity to expand your network by connecting with SEAS alumni and students.

As a STEP participant, you will have access to a database of SEAS alumni so that you can find an industry professional to mentor you throughout the program. In addition, you will gain additional career support before, during, and after the your internship. To learn more about the program benefits or for any questions, attend a STEP Chat to meet with the STEP Program Manager as well as a former STEP student in a one-on-one session. Attendance at a STEP Chat is not a requirement to apply for the STEP Program, rather an opportunity to interact with others more familiar with the program.

Questions? Please do not hesitate to contact Jill Burya, STEP Program Manager, at jb3412@columbia.edu.

Media Networking Night

Wednesday, March 26, 2014, 6:30–8:30p.m.
Business casual attire suggested. (See our Professional Attire Tipsheet at careereducation.columbia.edu/resources/tipsheets.)

Are you interested in a career in the media industry? Still wondering what you want to do post-college? Media Networking Night is an exclusive opportunity for you to get the inside scoop on the industry from employers and alumni. Meet with over 100 professionals working in film, publishing, graphic design and more! Use this unique opportunity to ask the hard questions – like how they got where they are and what the day-to-day life is like – without all the pressure of a formal career fair. Light refreshments will be served. Follow #CCEMNN to stay updated.


Site Visit Program

CCE’s Site Visit Program provides a fun and interactive way to learn about careers with insider views into the work and culture of different organizations and industries. Join CCE and a group of approximately 20 other students on a tour of an employer site, meet with professionals from a variety of departments and learn what they do from day to day. All Site Visits also have a networking component through which you meet with HR personnel, staff members, and/or alumni working at the organization. Each semester, CCE targets several industries, which allows you to explore a diversity of opportunities. Past site visits have included the Council on Foreign Relations, the Metropolitan Museum of Art, L’Oréal, Ruder Finn, Random House, MTV, and MLB. For more information, visit our website at careereducation.columbia.edu/services/site-visit-program.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Internships, Externships and First Year Partnerships with CCE

Thursday, January 23, 2014, 1:30–2:30p.m.
Center for Career Education, Conference Room

Are you a first year undergraduate student interested in experiencing the professional world and excited to land a work experience? CCE invites you to learn more about smart ways to gain skills and experiences as a first year, including the Columbia Exploration Externship* program. This event is co-sponsored by ESC and CCSC 2017.

*Columbia Exploration Externship* (noun) ‘ek-stern-ship’ – A short, practical experience in a specific field or industry of interest

Presidential Global Fellowships Information Session

Wednesday, January 29, 2014, 12–1p.m.
Center for Career Education, Conference Room

With Presidential Global Fellowship Initiative funds, Columbia University presents summer study abroad fellowships for a select group of rising CC, SEAS, and GS Sophomores (current first-year students). This merit-based fellowship provides enhanced advising and programming that supports the development of individualized global education plans. It covers the program fee for a Columbia summer study abroad program as well as a stipend to cover round-trip airfare and living expenses.

If you are a current first-year student and want to learn more about the program, you are eligible to attend the information session. Only Columbia College, The Fu Foundation School of Engineering and Applied Science, and School of General Studies are eligible to apply to the Presidential Global Fellowship.

This session will highlight the logistics of the fellowship including the application process, programmatic elements and timeline.

CEO & CCASSIP Summer Internship Information Session*

Thursday, January 30, 2014, 5–6p.m.
Center for Career Education, Conference Room

Dust off your passport and get ready for the summer! Through Columbia Experience Overseas (CEO) and Columbia College Alumni-Sponsored Student Internship Program, you can find opportunities and receive resources to help you succeed in internships in NYC and around the world in cities including: Amman, Beijing, Hong Kong, London, Mumbai, Shanghai, and Singapore.

Program benefits include: taking part in pre-departure trainings, networking events, and post-program reflection sessions; cultivating relationships with Columbia alumni around the globe; and getting involved in a community dedicated to your professional and personal development.

This session will highlight the ins and outs of each program including the application processes and timelines, participating employers, and former interns’ experiences.

* Only current sophomores and juniors are eligible to apply for the CEO and CCASSIP positions. However, if you are a first year and you want to learn more about the programs, you are eligible to attend the information session. Only students in Columbia College are eligible to apply for CCASSIP. Only Columbia College, The Fu Foundation School of Engineering and Applied Science, and School of General Studies are eligible to apply for CEO positions.

Making the Most of the Spring Career Fair for Undergrads

Wednesday, March 5, 2014, 7–8p.m.
Center for Career Education, Conference Room

Undergrads: prepare to make connections with employers at the Spring Career Fair that can lead to internships and jobs. At the workshop you will:

- Learn to research employers and create a day-of strategy that works for you
- Develop an introduction and identify other ways to make a great impression
- Learn the best ways to follow up with employers after the fair.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.

COLUMBIA PRESIDENTIAL GLOBAL FELLOWSHIP

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Motivated Skills Workshop for First Years

Friday, April 11, 2014, 2–3p.m.
Center for Career Education, Conference Room
Registration required in advance.

Join us for an interactive workshop where we will use the Motivated Skills assessment to identify the skills and qualities that will help you find a satisfying career. In addition, you will gain insights into how this knowledge can help you sort through job postings and construct a winning resume. This is a great opportunity to kick off your career exploration process early so that you can make informed decisions about courses and majors that connect to your interests. Attendance is limited to 20 first years.

Navigating LinkedIn as a Student-Athlete

Wednesday, April 2, 2014, 12–1:30p.m.
Dodge Fitness Center, LGL

Making ‘friends’ is so last season; making ‘connections’ is what it’s all about! Join your fellow Columbia athletes for this interactive workshop to learn how LinkedIn – the world’s largest professional social network – can help you successfully seize career opportunities you’re looking for. At the LinkedIn workshop, you will discover how to build an impressive profile, grow and maximize your online professional network, join industry- or interest-specific groups, and learn tips and tricks for using LinkedIn to look for jobs and gather company information. Find out how to create your professional online portfolio, which will give you an edge in today’s job market. Held in partnership with the Columbia University Athletics Enrichment Services Team.

GS Joint Advising for Major Declaration Month

Date TBD
Center for Career Education
Registration required in advance.

Join career counselors and advising deans for joint individual advising sessions to help you explore majors, concentrations, and careers! This event is for you if you are:

- Still debating between majors or thinking about a concentration
- Wondering “what you can do with a major in…”
- Hoping to land an amazing internship to explore a career path
- Searching for ways to connect with alumni to learn about career paths

Slots will be given on a first come, first served basis. Please email Megan Massimiano at mm3572@columbia.edu to schedule your 15-minute one-on-one joint advising session.

Held in partnership with the School of General Studies Dean’s Office and the General Studies Student Council.

Columbia College Dinner & Discussion Series*

The Center for Career Education in partnership with the Columbia College Alumni Association Career Committee hosts an industry focused dinner and discussion series with alumni and small groups of Columbia College students. Past dinners have brought alumni to discuss their careers in pharmaceuticals, film, journalism, marketing, business development, finance, and law. See the CCE calendar (careereducation.columbia.edu/calendar) for updates on the Spring 2014 alumni guest speakers.

* These events are open to CC students only. You will need to fill out a short application online to share why you are interested in attending. We want to ensure you are committed to attending and want to engage with the speaker.
Graduate Students

Graduate students in both masters and doctoral programs in GSAS, SEAS, SOA, GSAPP, and SCE are invited to attend career workshops addressing their diverse needs. Events target students interested in both academic and non-academic careers. Graduate students are also encouraged to take advantage of the many CCE workshops, panels, fairs, and networking events open to all bachelors, masters, and PhD students.

Job Search in the Spring Semester for Graduate Students

**Part I**
Tuesday, January 28, 2014, 1–2:30p.m.
Monday, February 17, 2014, 4–5:30p.m.
Center for Career Education, Conference Room

**Part II**
Tuesday, February 4, 2014, 1–2:30p.m.
Monday, February 24, 2014, 4–5:30p.m.
Center for Career Education, Conference Room

Are you a Graduate Student looking for a job/internship soon? This workshop is for you! Join us in the CCE Conference Room for a two part series.

Part 1 (1/28) will focus on the expanded use of specialized job websites, researching industries, networking with an emphasis on informational interviewing. Part II (2/4) will focus on interviewing skills and negotiating job offers. Students are encouraged to attend both workshops, but they may attend just one.

Career Exploration for PhD Students

Career Exploration Workshop for STEM PhD Students
Monday, February 3, 2014, 4–6p.m.
Center for Career Education, Conference Room

Career Exploration Workshop for Humanities & Social Science PhD Students
Thursday, February 20, 2014, 4–6p.m.
Center for Career Education, Conference Room

These workshops are designed to help PhD students from science, technology, engineering, and mathematics and humanities and social science disciplines explore career paths beyond academia and prepare for and execute a non-academic job search.

We will focus on self-reflection, exploration, and industry research to help you answer the question, “What can I be with my PhD?” Among the topics covered will be 1) self-reflection and career assessments to determine best-fit career options; 2) ways of exploring career paths and researching job opportunities; 3) how to identify your transferable skills and market your skills and experience for non-academic careers; 4) the emotional challenges of deciding to pursue a non-academic career and how and whether to speak to colleagues and faculty in your department about your decision; 5) networking; and 6) converting an academic curriculum vitae to an industry-appropriate resume.

Job Searching for Experienced Candidates in Transition

Monday, February 24, 2014, 6–7:30p.m.
Center for Career Education, Conference Room

If you have returned to school to earn an advanced degree in order to transition to a new career area, this workshop will help you focus your job search. The following areas will be covered:

- Self-assessment and harnessing your Columbia degree
- Considering options
- Job search tools
- Best practices for your job search

Identify Your Skills Workshop for PhD Students

Friday, February 28, 2014, 1–2:30p.m.
Center for Career Education, Conference Room
Registration required in advance.

Are you considering pursuing a career beyond the professoriate but unsure how to use the skills you have gained in graduate school in other types of employment? Are you wondering what skills you have that employers want? Join us for an interactive workshop for PhD students where we will use the SkillScan assessment to identify your transferable skills and discuss how to find career paths that match your skill set. Assessing your skills is the first step in exploring career options, marketing yourself through resumes and cover letters, and preparing for interviews. Whether you are unsure which career path(s) to pursue or already have some ideas and need help articulating your qualifications, this workshop will get you started. Attendance is limited to 20 PhD students.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Making the Most of the Spring Career Fair for Graduate Students

Thursday, March 6, 2014, 1–2:30p.m.
Center for Career Education, Conference Room

Attending a career fair can be an awarding but overwhelming experience but with our help, you can attend with confidence. This workshop is designed to help you make the most of meeting recruiters at both the Spring Career Fair and the Startup Career Fair and how to follow up and make connections after the event.

“What can you be with a PhD?” Series

Dates and locations TBD

This series is an opportunity for PhD students to discuss careers outside the academy with GSAS alumni in a small group format. Alumni from the humanities, social sciences, life/physical sciences, and engineering will candidly share their experiences navigating the job search process and successfully landing careers in fields such as finance, “big data,” consulting, secondary teaching, museums, and others. Students are encouraged to ask questions and learn about career options, job search skills, career transitions, and networking. Specific speakers and event dates to be announced.

Did You Know?

- CCE has tipsheets designed specifically for graduate students. Tipsheets are detailed summaries of critical information covering virtually all aspects of the job search process. They have been compiled by Center for Career Education staff from reliable sources and from personal and professional experience. Below are just a few of the ones currently available. To review the full list, please visit: careereducation.columbia.edu/resources/library/cce-resources/tipsheets.
  - Career Exploration for Ph.D.s in Science, Technology, Engineering, and Math Disciplines
  - Non-Academic Career Options for PhDs in the Humanities and Social Sciences
  - Academic Cover Letters
  - Academic Interviews
  - Interviewing for Experienced Candidates
  - Graduate Student Timelines
  - Converting Your CV to a Resume
  - Resumes for Experienced Candidates

- CCE is a member of Versatile PhD. Versatile PhD is a useful site for all graduate students with information about preparing for a range of possible careers. There is an excellent library of first-person narratives about careers outside of academia, as well as career panels, discussion groups, and networking opportunities. To log in, please visit careereducation.columbia.edu/resources/library/premium.
CCE’s Alumni Career Services team offers workshops, events, and seminars to assist alumni with the lifelong management of their careers. While some of these programs are held in New York City or in other regions of the country, others are offered by phone and the web. If you have any questions about services and events for alumni, please visit our website at careereducation.columbia.edu/alumni.

**Alumni Career Services Monthly Seminar Series**

The 2014 Alumni Career Services Monthly Seminar Series features professionals with expertise on various career topics. For a complete listing of the webinar series, visit careereducation.columbia.edu/alumni/careerdev/seminarseries. Also access all past tele-seminar and webinar recordings at careereducation.columbia.edu/resources/multimedia.

**Updating Your Personal Brand for Your Job Search**

Wednesday, January 22, 2014, 12–1p.m.
Speaker: Erin Berkery-Rovner, Assistant Director, Alumni Career Services

This back to basics webinar will help you to identify what your brand is in terms of your job search and give you key parameters for showcasing your brand, including your job search materials, social media and portfolio.

**Freelancing: Start or Supplement Your Career**

Wednesday, February 26, 2014, 12–1p.m.
Speaker: Erin Berkery-Rovner, Assistant Director, Alumni Career Services

Freelancing can be an exciting way to make more money, break into a new career path, or a complete lifestyle change. Want to begin freelancing but aren’t sure when or how to make the change? This webinar will give you the basics to understand and make key informed decisions about your freelancing career.

**Networking for Veterans**

Wednesday, March 26, 2014, 12–1p.m.
Speaker: Mike Abrams, Author of *Networking for Veterans*

Today’s returning veterans are leaving active-service with vast leadership experiences and valuable technical skills. Yet this doesn’t mean they have the kind of networking skills necessary to succeed in today’s competitive business environment. This webinar will teach transitioning service-members how to properly network and build relationships with the people in their community who are most willing and able to help them launch new careers of their choosing. Topics covered include overcoming the challenges of making a military transition, properly applying military skills and experiences to business situations, building a network of contacts, overcoming the fear of communicating, interpersonal relationship building, and more.

**Starting Your Career as an Artist**

Wednesday, April 23, 2014, 12–1p.m.
Speaker: Stacy Miller, Founder of Higher Up

This webinar will share sound advice for artists seeking to advance their professional careers. Veteran art career professional Stacy Miller shows aspiring artists how to evaluate their goals, create a plan of action, and use their talents to build a productive life in the art world. Topics covered will include artist’s resumes and CVs, developing marketing plans and refining career aspirations.

**Reduce the 55-Hour Work Week**

Wednesday, May 21, 2014, 12–1p.m.
Speaker: Andrew Gateriewiczt, Author of *The Unfinished Work Week*

Based on his recently published book, *The Unfinished Work Week*, Andrew Gateriewiczt brings new research to the forefront on the brain’s memory capacity and its impact in the workplace today. As employers have constrained employees by reducing headcount and expecting better results, the 40-hour work week of the past has now climbed to an average of 55 hours. The problem? Along with the increased time and expectations, we easily fall victim to information-overload and become less productive. Research shows that we only retain 10% of the average workday’s events, but we have the brain capacity to remember eight key topics in an hour. Andrew shows how to navigate the blur of information-lost and develop memorable communication techniques taking full advantage of the brain’s memory capacity. During this webinar, you will learn: tools for creating memorable interactions, tangible skills for effective presentations, interviews & meetings, Memory Litmus Test & The Seven Memory Checkpoints.

**LinkedIn 101: Getting to Know the Basics**

Wednesday, June 25, 2014, 12–1p.m.
Speaker: Gerald Tang, Associate Director, Undergraduate Career Development

LinkedIn is one of the most powerful online professional resources that exists today. However, for some people, this tool can seem a bit daunting and overwhelming. Join this webinar to gain an overview of LinkedIn and how to use it for a variety of purposes, including networking, job searching, and personal branding. We will also review Columbia specific resources that are available on this network. Note that this webinar is best for individuals who have had very little or no exposure to LinkedIn.
LionSHARE...A Job Search Resource!

LionSHARE is a full service on-line recruiting system encompassing job and internship postings, on-campus recruiting opportunities, and events such as employer info sessions and career fairs. The system is for the exclusive use of Columbia students and alumni.

How to Get Started — Go to the LionSHARE login page (careereducation.columbia.edu/findajob), click on the LionSHARE icon, and use your UNI and password to sign in. Alumni, if you do not know your UNI, please visit the Columbia Alumni Association website (alumni.columbia.edu/unis).

On-Campus Recruiting (OCR)

The OCR program provides you with the opportunity to attend info sessions and interview with employers on campus.

It is important to keep in mind that OCR is just one resource to use in your career search. Some students make the mistake of assuming OCR is the only way to find a job or internship and focus only on this program. While OCR is fairly straightforward and process driven, it requires attention to employer-specified deadlines and often demanding interview schedules.

Before using the OCR program make sure you are interested in the jobs and companies participating in the program. Employers participating in OCR are primarily large firms with very structured internship or entry-level, full-time programs. You’ll see many finance, consulting, and big technology firms. You will also see some advertising, fashion, not-for-profit and government employers participate in OCR. If you don’t see companies of interest in OCR, it doesn’t mean they are not hiring. Most companies hire “as-needed” and post opportunities in various ways from on-campus postings to internship tweets and interviews at their offices. Speak with a career counselor about your search and how to maximize CCE’s resources and services.

All on-campus interview opportunities are posted in LionSHARE. Based on recent employer and student feedback, we have updated our On-Campus Interview (OCI) policies and procedures. To ensure that everyone is made aware of these updates, all students must gain or re-gain OCI access. To do so, students must complete a mandatory On-Campus Recruiting Program Overview online training (careereducation.columbia.edu/LionshareOCRtutorial) and sign off on the new policies and procedures.

To successfully participate in On-Campus Interviews please complete the following:

1. Complete the online On-Campus Recruiting Program Overview training and sign off on the policies after passing the quiz at the end of the presentation.
2. Familiarize yourself with Frequently Asked Questions: LionSHARE and OCR.
3. Log in to LionSHARE and update your profile.
4. Find the “On-Campus Interviews” tab in LionSHARE.

To access any of the links mentioned above, please visit: careereducation.columbia.edu/news/oci-policy-changes

OCI Timeline for Full-Time and Internship Searches:

- Monday, January 27, 2014: Employers begin spring semester interviews on campus.
- Friday, March 7, 2014: Deadline to accept internship offers

Employer Info Sessions

Employer Info Sessions are hosted on campus by companies to give students an understanding of the goals and mission of their organizations. They provide insight into the entry-level and internship opportunities available to Columbia students. Review our tipsheet to learn how to make the most of an employer info session: careereducation.columbia.edu/resources/tipsheets/employer-information-session.

Please check the CCE web calendar (careereducation.columbia.edu/calendar) or log in to LionSHARE for registration, eligibility, target audience, suggested attire, and any updates to this schedule.

<table>
<thead>
<tr>
<th>Employer</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>RBC Capital Markets Info Session</td>
<td>1/21/14</td>
<td>5–6:30 p.m.</td>
<td>Faculty House, Garden Room 2</td>
</tr>
<tr>
<td>TD Securities Info Session</td>
<td>1/21/14</td>
<td>7:30–9 p.m.</td>
<td>Faculty House, Presidential Room 1 &amp; Reception</td>
</tr>
<tr>
<td>Nomura Info Session</td>
<td>1/22/14</td>
<td>5–6:30 p.m.</td>
<td>Faculty House, Garden Room 2</td>
</tr>
<tr>
<td>Spokeo Info Session</td>
<td>1/23/14</td>
<td>12–1 p.m.</td>
<td>Schapiro Center, Sindeband Room 414</td>
</tr>
<tr>
<td>Mizuho Bank Ltd. Info Session</td>
<td>1/23/14</td>
<td>7–8:30 p.m.</td>
<td>Faculty House, Garden Room 2</td>
</tr>
<tr>
<td>Boston Consulting Group, The Info Session for PhDs, Post-Docs, MDs &amp; JDs</td>
<td>1/23/14</td>
<td>7–8:30 p.m.</td>
<td>Davis Auditorium, Schapiro Center</td>
</tr>
</tbody>
</table>
### Job Postings

Employers post job opportunities with CCE through the LionSHARE system for full-time and part-time positions as well as internships, fellowships and casual on-campus jobs. These are posted year round and should be checked regularly. See below for instructions on how to create a Job Agent in LionSHARE.

### Short-Term/Temporary Job Postings

**Are you looking for a short term or temporary job?** Want to help someone with his/her research? Babysit? Once you are logged into LionSHARE, click on “Job/Internship Search” and type in “Temp Time” under the employer name. Please note that there might be other part-time jobs listed under the job type “Part Time” for which you should run a separate search.

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**Employer** | **Date** | **Time** | **Location**
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The Moinian Group Info Session | 1/28/14 | 5–6:30p.m. | Center for Career Education, Conference Room
AQR Capital Management Info Session | 1/29/14 | 7:30–9p.m. | Faculty House, Presidential Rooms 2 & 3
Amazon Info Session | 1/31/14 | 12–1p.m. | Mudd, Computer Science Lounge
Morgan Stanley 2014 Technology Summer Analyst Info Session | 1/30/14 | 7:30–9p.m. | Faculty House, Presidential Ballroom
Oppenheimer Funds Inc. Info Session | 2/3/14 | 5–6:30p.m. | Faculty House, Garden Room 2
Credit Suisse: Talent, Branding and Communications Summer Analyst Info Session | 2/4/14 | 5–6:30p.m. | Faculty House, Garden Room 2
Brookstone Partners Info Session | 2/5/14 | 5–6:30p.m. | Faculty House, Garden Room 2
GEP Info Session | 2/10/14 | 5–6:30p.m. | Center for Career Education, Conference Room
Unilever Info Session | 2/20/14 | 7:30–9p.m. | Faculty House, Presidential Ballroom
LinkedIn Info Session | 2/25/14 | 5–6:30p.m. | Faculty House, Garden Room 2
Schlumberger Info Session | 3/11/14 | 5:30–6:30p.m. | Center for Career Education, Conference Room
Columbia Knerd Talk | 3/25/14 | 12–1p.m. | Mudd, Computer Science Lounge

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**Set up a Job Agent in LionSHARE today!**

Interested in knowing about jobs/internships that fit your specific search criteria? Have them emailed to your inbox daily by creating a Job Agent.

**How to set up a Job Agent in LionSHARE:**

1. Log in to your LionSHARE account (careereducation.columbia.edu/findajob/register) using your UNI and UNI password – as an enrolled student you should have a LionSHARE account automatically – if not, let us know.
2. Complete/update your profile to ensure all your information is correct.
3. In the top menu bar click on “Advanced Search.”
4. Enter any information or job search criteria you would like to use to search through jobs posted on LionSHARE. Please remember that the broader your search criteria, the more opportunities you will see. If you choose no criteria, you will see all active jobs posted.
5. Click ‘Search’ to view all opportunities that match your job search.
6. At the top right of the search results click “Email me New Jobs for this Search.” This will ensure that a list of new positions matching these search criteria will be emailed directly to you once per day.
7. Recommendation: To maximize your search and receive all new jobs posted on a daily basis, click “Job Search” on the tool bar and then click “Email me New Jobs for this Search.”

Happy Job Hunting! If you have any questions, please email careereducation@columbia.edu.

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Students and employers meeting at the 2013 Startup Career Fair in Low Library
Finding fulfillment and success in a career requires dedication of time to exploring your interests, preparing your materials and approach, gaining experience in a variety of settings, and building a network of people in your fields of interest. It requires purposeful integration of career exploration into your life at Columbia. Just as you need to work towards A’s in your studies, it’s essential to put effort into planning your career in order to land the opportunities that are right for you. Prioritize and dedicate time to career preparation during your time at Columbia and beyond, and remember that CCE is here to partner with you through every step!

**Quick Questions**

10-minute meetings that run from 1–4p.m. Monday to Friday during the academic year. Meet with a counselor for answers to brief questions, resume and cover letter reviews, or an introduction to CCE’s services and resources. Sign up for a time slot, starting at 1p.m., upon your arrival.

**Career Counseling**

Career counselors meet individually with students and alumni to work through every step of the career planning process. Call 212-854-5609 to schedule a phone, Skype, or in-person appointment.

**Mock (Practice) Interviews**

Whether you are seeking an internship and have never been on a formal interview or you are a mid-level professional with years of work and interviewing experience, CCE counselors will provide you with specific feedback to enhance your interviewing skills. We also provide practice consulting case interviews. Call or stop by to schedule a phone, Skype, or in-person appointment.
VISIT US

East Campus, Lower Level
116th Street Between Morningside and Amsterdam
(Enter through Wien Courtyard)

CONTACT US

Phone: (212) 854-5609
careereducation@columbia.edu
careereducation.columbia.edu
Follow us on Twitter: @ColumbiaCCE
Find us on Facebook: facebook.com/CUCCE
Connect on LinkedIn: linkd.in/columbiacareerconnections

HOURS

Monday–Friday, 9a.m.–5p.m.
Wednesday, 9a.m.–8p.m.

DAILY QUICK QUESTIONS

Monday – Friday, 1–4p.m.
These are 10-minute sessions where you are able to come in at 1p.m. and sign up for a time slot between 1 and 4p.m. Topics often include starting an internship search, resumes and cover letters, interview preparation, and networking.