<table>
<thead>
<tr>
<th>Page</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Find a Job or Internship</td>
</tr>
<tr>
<td>4</td>
<td>All Students and Alumni</td>
</tr>
<tr>
<td>8</td>
<td>All Students</td>
</tr>
<tr>
<td>10</td>
<td>Undergraduate Students</td>
</tr>
<tr>
<td>18</td>
<td>Graduate Students</td>
</tr>
<tr>
<td>22</td>
<td>Alumni</td>
</tr>
<tr>
<td>24</td>
<td>Employer Info Sessions</td>
</tr>
<tr>
<td>28</td>
<td>Connect with a Career Counselor</td>
</tr>
</tbody>
</table>
Find a Job or Internship

LionSHARE

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. Through this function, you can find opportunities beginning August 1 as part of the OCI Timeline listed below.

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:

- Thursday, August 1, 2013: Students can begin applying to OCI positions.
- Monday, September 23, 2013: Employers begin fall semester interviews on campus.
- Friday, November 15, 2013: Deadline to accept full-time offers.
- 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. Students can find the calendar of info sessions on the CCE home page, in LionSHARE, and on pages 24–27 of this guide.

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 page 29 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.
Power Half Hour Workshops

Please join us for any of the following workshops in the CCE Conference Room from 12:30–1p.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.

Power Half Hour: Resumes & Cover Letters
Tuesday, September 3, 2013
Wednesday, September 11, 2013
Thursday, September 26, 2013
Monday, September 30, 2013

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.

On-Campus Interviewing
Wednesday, September 4, 2013 12:30–1p.m. and 1:30–2p.m.
Friday, September 13, 2013
Thursday, September 19, 2013
Wednesday, September 25, 2013
Thursday, October 3, 2013
Thursday, October 10, 2013
Wednesday, October 16, 2013
Wednesday, October 30, 2013
Wednesday, November 7, 2013
Wednesday, November 13, 2013
Thursday, November 21, 2013
Thursday, December 5, 2013
Wednesday, December 11, 2013

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.

Interviewing Skills
Tuesday, September 3, 2013
Wednesday, September 11, 2013
Thursday, September 26, 2013
Monday, September 30, 2013

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, September 9, 2013
Tuesday, September 17, 2013

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.

LinkedIn Profile Development
Tuesday, September 10, 2013

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
Wednesday, September 18, 2013
Monday, September 23, 2013

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.

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/ coumbiacareerconnections.
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.

Secrets of Graduate School Admissions
Friday, October 11, 2013, 1:30–3 p.m.
Room 401, Lerner Hall
Join this panel discussion by admissions professionals and current graduate students about what comprises competitive applications to Masters and PhD programs in the Arts & Sciences and Engineering, including insider tips about personal statements, letters of recommendation and more. You will also hear from career, preprofessional and fellowships advisors about the factors to consider when researching and evaluating graduate programs, application processes and funding opportunities.

Science, Technology, Engineering & Math (STEM) Career Fair Dinner and Networking Reception
Thursday, October 24, 2013, 8–9:30 p.m.
Faculty House
Business attire required.
Get a jump-start at establishing a personal, face-to-face connection with the employers at this Columbia-only informal networking event the night before the career fair.

STEM Consortium Career Fair
Friday, October 25, 2013, 10 a.m.–4 p.m.
Roone Arledge Auditorium, Alfred Lerner Hall
Business attire required.
CCE is pleased to announce the first annual Science, Technology, Engineering & Math (STEM) Consortium Career Fair. We are holding the STEM fair in place of the Engineering Career Fair in an effort to be more inclusive of the growing need for science, math, and technology skills in conjunction with engineering disciplines.

Last year’s Engineering Consortium Career Fair attracted over 130 leading national and international engineering employers. This year, with the expansion of the fair, we expect a greater diversity of employers across the STEM fields.

Prepare for the Fair! See pages 15 and 20 for details on resume reviews and the “Making the Most of the Career Fair” workshops for undergraduate and graduate students.
All Students

Job Search Skills Workshop & ISSO Presentation for International Students

Tuesday, September 24, 2013, 10a.m.–12p.m.
Tuesday, November 12, 2013, 2–4p.m.
Center for Career Education Conference Room, East Campus, Lower Level

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

Find a Position Abroad (Full-time, Internship, Teach, or Volunteer) Workshop

Tuesday, October 8, 2013, 5–6p.m.
Center for Career Education Conference Room, East Campus, Lower Level

Whether you are looking for an international experience for the summer or an opportunity beyond graduation, this is the workshop for you! The workshop will go over recommendations on how to search for an international experience (full-time, intern, teach, or volunteer) as well as the different types of opportunities that are available (Columbia programs, work directly with employer, third-party provider etc). Factors to consider before, during and after the search will also be briefly discussed.

CCE invites you to learn more about its Spring Internship Programs! Whether your interests include getting your foot in the door at NYC’s leading arts organizations through the Columbia Arts Experience (CAE), turning civic engagement into a career through Columbia Communities in Action (CCIA), or working remotely to support global projects in either the for-profit or not-for-profit sectors via the Virtual Internship Program (VIP), we hope you’ll join us for this overview of the programs’ features, benefits, participating employers, and application instructions.

*Eligibility: This event is open to all students at Columbia College, The Fu Foundation School of Engineering and Applied Science, School of General Studies, School of the Arts, Graduate School of Architecture, Planning and Preservation, School of Continuing Education, Graduate School of Arts and Sciences. Eligibility to apply varies by program and by position. Please check the website, LionSHARE or speak with a program manager at the info session to verify your eligibility.

Professionals in Residence: U.S. Department of State

Wednesday, October 9, 2013, 12–2p.m.
Center for Career Education Conference Room, East Campus, Lower Level
Registration required.

Meet Patricia Guy, Diplomat in Residence with the U.S. Department of State, in an informal lunch setting at CCE. You can learn about potential career tracks, ask about the recruitment process, and gain insider advice on how to enter or advance in the field. This event is limited to 20 students.

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’Oreal, Ruder Finn, Random House, MTV, and MLB. For more information, visit our website at careereducation.columbia.edu/services/site-visit-program.

Christie’s
Friday, October 11, 2013, 9:30a.m.–12p.m.

US Environmental Protection Agency
Friday, November 15, 2013, 9:30a.m.–12p.m.

Tentative Site Visit locations for Fall 2013: CBS Digital Media and Sony Music. Please check the CCE website (careereducation.columbia.edu/calendar) for the final schedule.
Undergraduate Students

Career Development Program for Columbia Athletes

Resume and Job Search Workshop for Columbia Football Team:

Juniors and Seniors
Thursday, August 22, 2013, 5:30–6:30 p.m.
Baker Field Athletics Complex, Theatre
Registration suggested in advance.

Sophomores
Friday, August 23, 2013, 10–11:30 a.m.
Baker Field Athletics Complex, Theatre
Registration required in advance.

Join your Columbia Football teammates for this interactive workshop on resumed, LionSHARE, and Columbia resources to enhance your job/internship search. Co-sponsored by CCE, Columbia Football Team, and Columbia Athletics – Office of Enrichment Services.

Career Fair 101 for Columbia Football Team
Monday, September 16, 2013, 9–10:30 a.m.
LGL
Registration required in advance.

Prepare to make connections with employers at some of our on-campus career fairs including: Fall Career Fair, STEM Career Fair, and Spring Career Fair, that can lead to internships and jobs. This is a must-go-to for graduating seniors, internship-seekers, or those exploring new career fields! 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 fairs.

Making the Most of Your Columbia Experience: Workshop for First Year Student Athletes
Tuesday, December 3, 2013, 7–8 p.m.
Campbell Sports Center (Multimedia Classroom)

Attend this workshop to learn how to best equip yourself for your future career starting your first year. This workshop will identify Columbia specific resources that can help you plan for your four years at Columbia. This event is in partnership with Columbia Athletics – Office of Enrichment Services.

Career Development Program for GS Veterans

For Veterans: A Must-See Overview of CCE’s On-Campus Recruiting Program and Online Job Posting System, LionSHARE
Thursday, September 5, 2013, 6–7 p.m.
Lerner Hall (Room TBD)
Registration required.

Attend this session and learn how to: create job agents in LionSHARE to receive daily digests of new jobs, use the LionSHARE system to apply to positions and manage the On-Campus Interviewing program (OCI); determine if you are qualified for a position, locate the listing of employer information sessions and career fairs, and much more! This workshop is a joint collaboration between CCE and MilVets.

Resume Writing for Veterans
Thursday, September 5, 2013, 7–9 p.m.
Lerner Hall (Room TBD)
Registration required.

Join your MilVet peers during the first MilVet meeting of the year to focus on the important skill of resume writing. Learn to create a resume that will highlight your transferable military skills for civilian positions.

GS Veteran Alums meet MilVets for Individual Resume Reviews
Thursday, September 12, 2013, 7–8:30 p.m.
Lerner Hall (Room TBD)
Registration required.

Sign up for a 15 minute individual resume review with a Veteran alum. Benefit with feedback from your peers and develop relationships with Veterans who understand your unique skill sets and experiences.

Register for this event, and Andrea DeMarco (ad2582@columbia.edu) will follow up with you via email for a specific time slot.

Career Development Program for GS Students

Finance Industry Discussion and Networking with Alumni (hosted by GS Office of Alumni Relations)
Tuesday, September 17, 2013, 6–8 p.m.
Lewisohn Lounge

Join this informal panel discussion to hear from GS alumni about their professional experiences, industry insights, and path to careers in finance.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
GS Mock Interview Night
Wednesday, September 25, 2013, 5–8 p.m.
Center for Career Education, East Campus, Lower Level

Do you have an interesting background and skill set and feel confused about how to articulate your story to an employer during the interviewing process? Take advantage of this special opportunity to meet one-on-one with a GS alum who can help you fine tune your interview and frame your story successfully. Slots will be given on a first come, first served basis. Please call 212-854-5609 to schedule your 30-minute session.

Crack the Case Workshop and Case Practice with GS Alumni
Friday, September 27, 2013, 6–8 p.m.
Center for Career Education Conference Room, East Campus, Lower Level
Registration required.

Whether you are interested in pursuing management, strategy, or industry specific consulting, case interviews will be used to assess your thought processes and analytical skills. To begin this workshop, a former management consultant will share how to analyze cases and provide solutions. Then, you will have a unique opportunity to “crack a case” in small discussion groups with your GS peers led by GS alumni in the management consulting field. If consulting is indeed an area of interest, it is vital to gain knowledge through research and practice of cases EARLY in your Columbia experience.

The Art of Networking Workshop and Reception with GS Alumni
Tuesday, November 19, 2013, 6–9 p.m.
Columbia Alumni Center, 622 West 113th Street
Registration required.

Networking is one of the most important skills to include in your job search. As a GS'er, it is crucial to take advantage of the rich networking opportunities available through alumni, employers, peers, faculty, and administrators. Join us for this presentation and practice your newfound skills with GS alumni during a networking reception directly afterwards! By attending this presentation, you will learn about:

* Columbia-specific networking resources
* Using LinkedIn to find Columbia alumni
* How an introvert can feel comfortable networking
* Tips and tricks to maintain relationships and feel positive about your exchanges.

This evening will conclude with an informal debrief session with CCE and your GS peers to share the successes and challenges experienced from your interactions with the alumni networkers and talk about next steps.

Columbia College Dinner & Discussion Series*

The Center for Career Education in partnership with the Columbia College Alumni Association Career Committee host 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 Fall 2013 alumni guest speakers.

Tuesday, September 17, 2013, 6–8 p.m.
Columbia Alumni Center (113th Street and Broadway)

CC alumna Lisa Carnoy is Head of Global Capital Markets for Bank of America Merrill Lynch. Her work spans Equity Capital Markets, Debt Capital Markets, Leveraged Finance and Origination of Corporate Derivatives. Prior to her current role, Lisa was Head of Equity Capital Markets. Prior to joining BOA Merrill Lynch, Lisa worked in investment banking at Drexel Burnham Lambert, Bear Stearns, and Wasserstein Perella. Lisa is a co-founder of the Women’s Leadership Council for Athletics and has participated as a board member for the Columbia College Alumni Association. She won the College’s John Jay Award in 2007 and the Alumni Federation Medal in 2000. She received her B.A. cum laude in American Studies from Columbia College and an M.B.A. from Harvard Business School.

October and November dates and speakers are TBD.

* 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.

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 Fall Career Fair for Undergrads

Wednesday, September 18, 2013, 7:30–8:30 p.m.
Center for Career Education Conference Room, East Campus, Lower Level

Prepare to make connections with employers at the Fall Career Fair that can lead to internships and jobs. This is a must-go to for graduating seniors, internship-seekers, or those exploring new career fields! 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 fairs.

Get a Job or Internship in… Series*

Employers seek full-time employees and interns through various channels from on-campus postings to internship tweets. In this workshop series, you will: identify industry specific career resources, on-campus resources and recruiting timelines, create a list of target companies, discover opportunities in your industry, and develop an effective job or internship search plan. Limited spots available for each workshop; registration required through CCE event calendar (careereducation.columbia.edu/calendar)

Government
Wednesday, October 2, 2013, 12–1:30 p.m.
Center for Career Education Conference Room, East Campus, Lower Level

International Affairs
Tuesday, October 8, 2013, 12–1:30 p.m.
Center for Career Education Conference Room, East Campus, Lower Level

*The Get the Job or Internship in… Series will continue in the spring semester.

Making the Most of Your Columbia Experience—Workshop for students in 3-2 Combined Programs

Friday, October 4, 2013, 3:30–5 p.m.
Location: TBD
Registration required in advance.

Attend this workshop to learn how to best equip yourself for your future career during your junior year. Co-Sponsored by CCE and the Center for Student Advising.

SEAS Undergraduate Student Resume Reviews

Tuesday, October 22, 2013, 11:30 a.m.–1 p.m.
Wednesday, October 23, 2013, 12:30–2 p.m.
Location: TBD
Registration required in advance.

CCE counselors will meet with undergraduate students at the School of Engineering and Applied Science (SEAS) in Mudd to review resumes for the upcoming STEM Career Fair. Please RSVP through the CCE calendar (careereducation.columbia.edu/calendar), and then sign up for a 10-minute timeslot (in person) on the day of the event starting 15 minutes prior to the start time.

Making the Most of the STEM Career Fair for Undergrads with Microsoft and CCE

Wednesday, October 23, 2013, 5:30–7 p.m.
Davis Auditorium in Schapiro
Registration required in advance.

Join CCE and representatives from Microsoft Corporation for a session on how to prepare for the upcoming STEM Career Fair and Networking Reception! Learn to successfully approach and build relationships with employers at both the Career Fair Networking Reception and the STEM Career Fair.

Major & Career Exploration for Columbia College Sophomores

Friday, November 8, 2013, 2–4 p.m.
Center for Career Education Conference Room, East Campus, Lower Level

Deciding between majors, concentrations, or starting to explore career options? Take advantage of this interactive Strong Interest Inventory workshop and receive an individualized report that can help you discover your interests, preferences and personal styles—exactly the information you need to select classes, identify internships, activities, and career options you can be passionate about. There will also be guided individual reflection and small group discussion, to help you make the most of your findings. Learn about the Strong Interest Inventory on CCE’s website under Counseling and Services/Assessments. The Strong Interest Inventory measures interests and how your pattern of likes and dislikes fits with other professionals who are satisfied in their careers. Results are not a crystal ball and do not tell you what you should do but rather give options as a starting point. If you’re a CC sophomore and interested in participating, email rs3119@columbia.edu.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Seniors: Identify Your Skills for Success in the Job Search

Friday, November 15, 2013, 1–2:30p.m.
Center for Career Education Conference Room, East Campus, Lower Level
Registration required in advance.

Join us for an interactive workshop where we will use the SkillScan assessment to identify your unique, transferable skills and qualities. Doing so is the first step in thinking about your career options, marketing yourself through resumes and cover letters, and preparing for interviews and networking. Whether you are unsure of which career path to choose or have already decided and need help articulating your qualifications to employers, this workshop will get you started. Attendance is limited to 20 seniors.

CEO & CCASSIP Summer Internship Info Session*

Wednesday, December 4, 2013, 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, Bangalore, 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.

Can’t make it on this date? Attend the other information session on January 30th.

*Eligibility: Only current sophomores and juniors are eligible to apply for the CEO and CCASSIP positions. However, if you are a first year or sophomore 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.

Internships, Externships and First Year Partnerships with CCE

Friday, December 6, 2013, 2:30–3:30p.m.
Center for Career Education Conference Room, East Campus, Lower Level

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.

*ex•tern•ship (noun)\’ek-stern-ship\—A short, practical experience in a specific field or industry of interest

Columbia Exploration Externship 2013 extern Derek Kim CC ‘16 with his alum host Stephanie Foster CC ‘12 at the Crown Media offices.

MentorNet (mentornet.net)

Columbia University is a member of this 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.

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

Career Basics for Masters Students

Core Workshop I
Tuesday, September 10, 2013, 1:30–3p.m.
Center for Career Education Conference Room, East Campus, Lower Level

Core Workshop II
Tuesday, September 17, 2013, 1:30–3p.m.
Center for Career Education Conference Room, East Campus, Lower Level

The Center for Career Education is offering two workshops designed to help Masters students in the arts and sciences (GSAS, GSAPP, SCE, SOA) engage in an effective, thoughtful and successful job search.

Masters Core Workshop I (9/10) will help students to identify and research careers and jobs of interest and set job search goals and timelines. The workshop will also cover sources of job postings and how to uncover hidden opportunities.

Masters Core Workshop II (9/17) will focus on your marketing materials with a special emphasis on preparing effective Resumes and Cover Letters.

Students are encouraged to attend both workshops but you may attend only one. SEAS students are welcome to attend if their schedules do not allow them to attend the SEAS Career Basics Workshops at Davis Auditorium (9/11 and 9/18).

Career Basics for Masters Students at the School of Engineering and Applied Science

Career Basics I
Wednesday, September 11, 2013, 1:30–3p.m.
Davis Auditorium, 412 Schapiro (CEPSR)

Career Basics II
Wednesday, September 18, 2013 from 1:30 pm to 3:00 pm EDT
Davis Auditorium, 412 Schapiro (CEPSR)

Are you a Masters Student at SEAS preparing for your job search? We are coming to you!

Join us in Davis Auditorium for Career Basics I, which will focus on the sources of jobs, job search timelines and goals and the hidden job market. This workshop will have a specific focus on industries that engineers and STEM students often pursue.

Career Basics II on 9/18 will concentrate on preparing effective Resumes and Cover Letters. Although students are encouraged to attend both workshops, students may attend only one. Students who are unable to attend may come instead to the General Masters Core Workshops at the Center for Career Education Conference Room on 9/10 and 9/17.

PhD Core Workshop Series: Careers beyond Academia

PhD Core Workshop I
Thursday, September 12, 2013, 1:30–3:30p.m.
Center for Career Education Conference Room, East Campus, Lower Level

PhD Core Workshop II
Thursday, September 26, 2013, 1:30–3:30p.m.
Center for Career Education Conference Room, East Campus, Lower Level

This series of workshops is designed to help PhD students from all disciplines explore career paths beyond academia and prepare for and execute a non-academic job search.

PhD Core Workshop I (9/12) 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 a) self-reflection and career assessments to determine best-fit career options; b) ways of exploring career paths and conducting industry research; c) how to identify your transferable skills and market your skills and experience for non-academic careers; and d) 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.

PhD Core Workshop II (9/26) will focus on the nuts and bolts of conducting your non-academic job search. Topics covered will be a) researching job opportunities; b) networking;

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
c) converting an academic curriculum vitae to an industry-appropriate resume and writing cover letters; d) interviewing; and e) negotiating job offers and preparing for your new job.

Students are encouraged to attend both workshops although you may attend only one.

### Making the Most of the Fall Career Fair for Graduate Students

**Thursday, September 19, 2013, 3:30-5 p.m.**  
Center for Career Education Conference Room, East Campus, Lower Level

Attending a career fair can be rewarding, but overwhelming. With guidance from CCE, you can attend with complete confidence. This workshop is designed to give you tips on how to prepare for the event, make the most of meeting recruiters on the day of the fair, and provide you with techniques to follow up and make connections after the event.

### Making the Most of the STEM Career Fair for Graduate Students

**Thursday, October 24, 2013, 3:30-5 p.m.**  
Center for Career Education Conference Room, East Campus, Lower Level

Attending a Career Fair can be an 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 the fair and how to follow up and make connections after the event.

### Networking November

#### Expanding Your Professional Network with LinkedIn*

**Wednesday, November 6, 2013, 12–1 p.m.**  
Center for Career Education Conference Room, East Campus, Lower Level

#### Making the Most of the Informational Interview

**Tuesday, November 12, 2013, 12–1 p.m.**  
Center for Career Education Conference Room, East Campus, Lower Level

#### Mastering the Art of Cocktail Party Networking

**Tuesday, November 19, 2013, 12–1 p.m.**  
Center for Career Education Conference Room, East Campus, Lower Level

Did you know that more than half of all jobseekers find their jobs through networking? Join us during the month of November for a three-part interactive series in which you will develop and practice your networking skills. Among the topics that will be covered during Networking November are networking using LinkedIn and other social media platforms, conducting informational interviews, perfecting your personal pitch, and mastering the art of networking at cocktail parties and networking events. You may attend one, two, or all three workshops. Pizza and soft drinks will be served.

*You must bring your laptop and create a LinkedIn account prior to this workshop.

### “What can you be with a PhD?” Series

This series is an opportunity for PhD students to discuss careers outside the academy with GSAS alumni in a small group format of 15–20 students. Alumni from the humanities, social sciences, life/physical sciences, and engineering will candidly share their experiences navigating their job search processes and successfully landing careers in fields including finance, ”big data,” secondary teaching, writing and editing, and others. Students are encouraged to ask questions and learn about career options, job search skills, career transitions, and networking skills. Specific industries and event dates to be announced.

### MentorNet (mentornet.net)

Columbia University is a member of this 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.

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

The 2013 Alumni Career Development 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.

The LinkedIn Profile: How to Stand Out and Be Discovered

Friday, August 23, 2013, 12–1p.m.
Speaker: Center for Career Education Staff

Perhaps you have mastered the networking and job search-related tools and techniques on LinkedIn but wonder how you can stand out on this platform amongst millions of other professionals. Join this seminar with CCE staff to learn how to make an impact and increase the chances that your profile comes up in searches, whether it is for potential job opportunities, new business, or getting back in touch.

The Right Path: Determining and Targeting Your Next Career Move

Wednesday, September 18, 2013, 12–1p.m.
Speaker: Robert Hellmann, Career Consultant and Professor at New York University, www.hellmannconsulting.com

Many of us have taken a job just because “that’s what I’ve always done”, “that’s what I’m good at”, or “that’s where the money is.” Yet it is not often that we take a step back and methodically test these assumptions to see if other paths are both possible and might bring us more satisfaction. Knowing what you like to do, what you’re good at, and where you want to go in life—these are the keys to planning a career move that will be rewarding and ‘right’ for you. In this webinar, you will learn the steps you need to take to find career satisfaction. Specifically, you will learn about three self-assessment exercises that you can start immediately, ways to apply your assessment results, research resources to learn more about potential careers, and methods for writing a “job-search marketing plan” that is key to a successful career change.

Strategic Interviewing: Secrets to Becoming the Candidate of Choice

Wednesday, October 23, 2013, 12–1p.m.
Speaker: Larry Braman, President of Global Career Consulting & Placement, helps clients nationwide find and create more fulfilling, productive careers (http://GlobalCareerCP.com).

Join us for this interactive webinar to go beyond the basics of what to wear and how to answer certain questions. We will take a strategic look at interviewing, offering advice and specific examples of what you can do before, during, and after an interview to best position yourself as a top contender for the role.

Relationship Networking: The Laws of Likability

Wednesday, November 20, 2013, 12–1p.m.

In this webinar, Michelle Tillis Lederman, author of The 11 Laws of Likability, presents an approach to conversation, networking, and relationships to cultivate the connections that you want to have, not the ones you think you should have. She encourages people to create networks based on authenticity and likability. More specifically, in this webinar you will learn to recognize the impact relationships have on your career, leverage social media and technology to stay connected and increase familiarity, discover specific ways to increase your value to your network, and understand the power of patience.

The Right Balance: Finding and Creating Flexible Work to Fit Your Life

Friday, December 13, 2013, 12–1p.m.
Speaker: Center for Career Education Staff

Having a flexible job is a great way to balance work and life, whether you would like extra time to care for a child or an elderly parent, pursue leisure activities and hobbies, or even start a side business. This webinar will include an overview of flexible work options, including finding flexible career fields and employers, starting a flexible business, and changing your current work situation. Participants will receive a handout listing resources pertaining to flexible work options.

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

Please check the CCE web calendar (careereducation.columbia.edu/calendar) 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>Cornerstone Research</td>
<td>9/9/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Presidential Rooms 2 &amp; 3</td>
</tr>
<tr>
<td>BlackRock</td>
<td>9/9/2013</td>
<td>7:30–9p.m.</td>
<td>Faculty House, Skyline</td>
</tr>
<tr>
<td>NASA Glenn Research Center</td>
<td>9/10/2013</td>
<td>12–1:30p.m.</td>
<td>CESPR, Davis Auditorium</td>
</tr>
<tr>
<td>Morgan Stanley Technology</td>
<td>9/10/2013</td>
<td>6:30–7:30p.m.</td>
<td>Faculty House, Skyline</td>
</tr>
<tr>
<td>Morgan Stanley Corporate Treasury</td>
<td>9/10/2013</td>
<td>7:30–9p.m.</td>
<td>Faculty House, Skyline</td>
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<tr>
<td>The D. E. Shaw Group</td>
<td>9/11/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Presidential Room 1 &amp; Reception</td>
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<tr>
<td>Sanford C. Bernstein</td>
<td>9/11/2013</td>
<td>6:30–7:30p.m.</td>
<td>CCE Conference Room</td>
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<tr>
<td>Evercore Partners</td>
<td>9/11/2013</td>
<td>7:30–9p.m.</td>
<td>Faculty House, Skyline</td>
</tr>
<tr>
<td>Google Info Session/ Tech Talk</td>
<td>9/12/2013</td>
<td>12–1:30p.m.</td>
<td>CESPR, Davis Auditorium</td>
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<td>Galt &amp; Company</td>
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<td>5–6:30p.m.</td>
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<td>Optiver US LLC</td>
<td>9/12/2013</td>
<td>7:30–9p.m.</td>
<td>Faculty House, Presidential Rooms 2 &amp; 3</td>
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<td>Houlihan Lokey</td>
<td>9/13/2013</td>
<td>12:30–2p.m.</td>
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<td>Bloomberg L.P. Tech Talk</td>
<td>9/17/2013</td>
<td>12–1:30p.m.</td>
<td>CESPR, Davis Auditorium</td>
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<td>Bank of America Technology</td>
<td>9/17/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Garden Room 2</td>
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<tr>
<td>RCLCO</td>
<td>9/17/2013</td>
<td>6–7p.m.</td>
<td>CCE Conference Room</td>
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<tbody>
<tr>
<td>Susquehanna International Group</td>
<td>10/1/2013</td>
<td>7:30–9p.m.</td>
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<td>Analysis Group, Inc.</td>
<td>10/2/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Garden Room 2</td>
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<td>Rosetta</td>
<td>10/3/2013</td>
<td>5–6:30p.m.</td>
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<td>UMT Consulting Group</td>
<td>10/7/2013</td>
<td>5–6:30p.m.</td>
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<td>LinkedIn</td>
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<td>Cushman &amp; Wakefield, Inc.</td>
<td>10/9/2013</td>
<td>5–6p.m.</td>
<td>Faculty House, Garden Room 2</td>
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<tr>
<td>WorldQuant, LLC</td>
<td>10/10/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Garden Room 2</td>
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<tr>
<td>Morgan Stanley Sales and Trading, EMEA</td>
<td>10/17/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Garden Room 1</td>
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<tr>
<td>Credit Suisse Firmwide Presentation</td>
<td>10/21/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Presidential Room 1 &amp; Reception</td>
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<td>Goldman, Sachs &amp; Co.</td>
<td>10/28/2013</td>
<td>7:30–9p.m.</td>
<td>Faculty House, Presidential Ballroom</td>
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<td>Federal Reserve Bank of New York</td>
<td>10/29/2013</td>
<td>5:30–7p.m.</td>
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<td>Morgan Stanley</td>
<td>10/29/2013</td>
<td>7:30–9p.m.</td>
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<td>Ogilvy</td>
<td>10/30/2013</td>
<td>6–7p.m.</td>
<td>CCE Conference Room</td>
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<td>AllianceBernstein Technology &amp; Operations</td>
<td>11/6/13</td>
<td>5–6:30p.m.</td>
<td>CCE Conference Room</td>
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<tr>
<td>Bank of America</td>
<td>11/6/2013</td>
<td>7:30–9p.m.</td>
<td>Faculty House, Skyline</td>
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<tr>
<td>Turner Construction Company</td>
<td>11/7/2013</td>
<td>5–6p.m.</td>
<td>CCE Conference Room</td>
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<tr>
<td>Wells Fargo</td>
<td>11/7/2013</td>
<td>7:30–9p.m.</td>
<td>Faculty House, Presidential Rooms 2 &amp; 3</td>
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<td>BlackRock</td>
<td>11/12/2013</td>
<td>7:30–9p.m.</td>
<td>Faculty House, Skyline</td>
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<tr>
<td>Morgan Stanley Global Capital Markets 101</td>
<td>11/13/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Garden Room 2</td>
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<td>HSBC Global Banking &amp; Markets Summer Analyst Presentation</td>
<td>11/14/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Ivy Lounge</td>
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<td>BNP Paribas</td>
<td>11/18/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Presidential Rooms 2 &amp; 3</td>
</tr>
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<td>Barclays Summer Analyst Firmwide</td>
<td>11/18/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Presidential Room 1 &amp; Reception</td>
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<td>11/18/2013</td>
<td>7:30–8:30p.m.</td>
<td>Faculty House, Skyline</td>
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<td>Oliver Wyman</td>
<td>11/19/2013</td>
<td>7:30–9p.m.</td>
<td>Faculty House, Skyline</td>
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<td>Morgan Stanley Wall Street 101 Event</td>
<td>11/20/2013</td>
<td>5–6:30p.m.</td>
<td>Faculty House, Presidential Rooms 2 &amp; 3</td>
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<td>Citi Firmwide Presentation</td>
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<td>7:30–9p.m.</td>
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<td>AllianceBernstein</td>
<td>11/21/2013</td>
<td>5–6:30p.m.</td>
<td>CCE Conference Room</td>
</tr>
<tr>
<td>Tudor, Pickering, Holt &amp; Co., LLC</td>
<td>12/2/2013</td>
<td>5–6p.m.</td>
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</tr>
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</tr>
</tbody>
</table>

Attending an employer’s information session? Check out some tips on how to make the most of your experience!

careereducation.columbia.edu/resources/tipsheets/employer-information-session

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

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 As 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 1–4 p.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 1 p.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.

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

DAILY QUICK QUESTIONS

Monday – Friday, 1–4 p.m.
These are 10-minute sessions where you are able to come in at 1:00 p.m. and sign up for a time slot between 1 and 4 p.m. Topics often include starting an internship search, resumes and cover letters, interview preparation, and networking.