SPRING 2013

PROGRAM OF EVENTS

COLUMBIA UNIVERSITY CENTER FOR Career Education
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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 interview 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. In order to participate in On-Campus Recruiting, students must first acquire OCR access. To gain OCR Access and successfully participate, please review and accept all policies for using the OCR Program. Visit our website and complete the on-line review at: careereducation.columbia.edu/lionshareocraccess.

a. Review and agree to the OCR Access policies and allow one to two business days for access to these opportunities.
b. Login to LionSHARE and update your personal profile.
c. Through the “On-Campus Interviews” tab, you can find opportunities that match your qualifications as indicated in your profile.

Spring Semester Job Search through OCR

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<td>January 22, 2013</td>
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<td>January 28, 2013</td>
<td>On-Campus interviews begin</td>
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<td>March 1, 2013</td>
<td>Deadline to accept internship offers from previous summer internships</td>
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<td>March 15, 2013</td>
<td>Deadline to accept internship offers received during Spring Semester OCR</td>
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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 22 – 23 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.

Short Term/Temporary Job Postings — Are you looking for a short term or temporary job? Want to help someone with their 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.

To access any of the links mentioned above, please visit: careereducation.columbia.edu/findajob
Career Fairs and Networking Receptions

CCE organizes several career fairs and networking receptions throughout the academic year designed for students and alumni to make connections with and gather information from a wide variety of organizations by speaking directly with alumni and employers about their careers and organizations.

Spring Career Fair

Friday, March 8, 2013, 11 a.m. – 4 p.m.
Alfred 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.

Startup Career Fair

Friday, March 29, 2013, 12 – 3 p.m.
Low Memorial Library, Rotunda
Dress Code: Business Casual

The CCE Startup Career Fair is focused on connecting startup firms, primarily from the NYC area, with entrepreneurially minded students at Columbia. Numerous industries will be represented including technology, sustainability, media, and more. This exclusive event, open only to Columbia students and alumni, offers exciting opportunities for students pursuing internships as well as students and alumni pursuing full-time careers.

Mock Interview Program

Wednesday, January 30, 2013, 6 – 9 p.m.
Wednesday, February 6, 2013, 6 – 9 p.m.
Tuesday, February 12, 2013, 6 – 9 p.m.
Center for Career Education
Business attire required. (See our Professional Attire Tipsheet at careereducation.columbia.edu/resources/tipsheets.)

As you begin searching for a summer internship or a full-time position, one of the most daunting hurdles can be the interview. CCE is ready to answer your questions and guide you through the behavioral interview process: Think Purpose, Prepare, and Practice.

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 are trained to provide you with clear and specific feedback to enhance your interviewing skills and help you feel more confident.

Mock interviews are always available at CCE, but as a comprehensive effort, CCE is bringing recent alumni who were in your shoes, CU Administrators and the entire CCE counseling staff to provide more opportunities for you to practice and improve your interviewing skills.

95% of participants who participated in the Spring Mock Interview Program last year said they would recommend the program to a friend.

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.

Power Half Hour Workshops

Please join us for any of the following workshops in the CCE Conference Room. PowerPoints and tipsheets are also available on the Multimedia Library (careereducation.columbia.edu/resources/multimedia) and Tipsheet (careereducation.columbia.edu/resources/tipsheets) sections of our website.

Resumes and Cover Letters
Tuesday, January 22, 2013, 12:30 – 1 p.m.
Thursday, January 31, 2013, 12:30 – 1 p.m.
Wednesday, February 6, 2013, 12:30 – 1 p.m.

By attending a 30-minute Power Half Hour workshop on resume and 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 23, 2013, 12:30 – 1p.m.
Friday, February 1, 2013, 12:30 – 1p.m.

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 Recruiting
Thursday, January 24, 2013, 12:30 – 1p.m.
Wednesday, February 13, 2013, 12:30 – 1p.m.

Heard of the On-Campus Recruiting Program for your employment search but not sure where to start? This 30-minute workshop will help you better understand the basic procedures for this program that brings employers to campus for info sessions and interviews and gives you knowledge on how to find, apply for, and understand policies associated with the program.

Interviewing Skills
Monday, January 28, 2013, 12:30 – 1p.m.
Friday, February 8, 2013, 12:30 – 1p.m.
Tuesday, February 12, 2013, 12:30 – 1p.m.

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.

LionSHARE
Tuesday, January 29, 2013, 12:30 – 1p.m.
Monday, February 4, 2013, 12:30 – 1p.m.

Interested in using LionSHARE for your employment search but not sure where to start? This 30-minute workshop will help you better understand the basic procedures for best using this database, no matter where you may be in your search. LionSHARE provides students and alumni access to Columbia targeted job postings, on-campus interviews, employer presentations, career fairs, a customizable personal calendar, and thousands of jobs syndicated through the national MonsterTRAK system. A ‘LionSHARE Tutorial’ is available on the Multimedia Library section of our website. Please download the LionSHARE tipsheet on CCE’s website and bring this with you to the workshop.

Networking
Tuesday, February 5, 2013, 12:30 – 1p.m.
Monday, February 11, 2013, 12:30 – 1p.m.

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 Labs
Thursday, January 31, 2013 1 – 2p.m.
Friday, February 8, 2013, 1 – 2p.m.
Wednesday, February 20, 2013, 1 – 2p.m.
CCE Conference Room

Making “friends” is so last year; making “connections” is what it’s all about! Whether you’re in your first year or on the verge of graduation, now’s the time to learn how LinkedIn – the world’s largest professional social network – can help you successfully seize the career opportunities you’re looking for. At the LinkedIn Lab, 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. So come on down and find out how to create your professional online portfolio that will give you an edge in today’s job market.

Columbia Career Connections

CCE has upgraded Columbia Career Connections to a LinkedIn Group! This format allows for better connections amongst your classmates and alumni for the purpose of career exploration and job search. To join, please visit: linkd.in/ columbiacareerconnections.
Media Networking Night

Monday, March 11, 2013, 6:30 – 8:30p.m.
Low Memorial Library, Rotunda
Dress Code: Business Casual

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.

CCE Summer Internship Programs Info Session: CEO, CU In, STEP, CCASSIP*

Tuesday, January 22, 2013, 5 – 6p.m.
CCE Conference Room

Dust off your passport and get ready for the summer! Through Columbia Experience Overseas (CEO), Columbia University Internship (CU In) Network, Science Technology Engineering Program (STEP), and Columbia College Alumni-Sponsored Student Internship Program (CCASSIP), you can find opportunities and receive resources to help you succeed in internships around the world, in cities including: Amman, London, Hong Kong, Beijing, Shanghai, Singapore, Istanbul, Boston, Washington DC, Los Angeles, San Francisco, Seattle, and New York.

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.

Columbia Student Enterprises (CSE) Info Session*

Thursday, January 24, 2013, 5 – 6p.m.
CCE Conference Room

Are you interested in developing leadership skills and gaining real world management experience? The Columbia Student Enterprises offer a unique opportunity to manage all aspects of an established business.

Managing Director positions are available for three student enterprises:

- Columbia Bartending Agency and School of Mixology
- Columbia University Tutoring and Translating Agency (CUTTA)
- Inside New York

Benefits of becoming a Managing Director include:

- Opportunity to learn how to manage a small business within the framework of a large organization
- Hands-on business and leadership experience
- Professional development and skills training
- Salary, with potential for bonus

This info session will provide an overview of each Columbia Student Enterprise, discuss the responsibilities and benefits of working as a Managing Director, and review eligibility and application instructions.

For more information on the Columbia Student Enterprises, visit: careereducation.columbia.edu/findajob/cce-internship/cse

* Eligibility: These positions are open to undergraduate and graduate students in 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 who will not graduate before May 2014.

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Industry Showcase: Fashion
Wednesday, January 30, 2013, 6 – 7:30p.m.
Philosophy Hall
CCE will hold a joint info session for a number of organizations within the fashion industry. Learn about their full-time and summer internship opportunities at our multi-firm, industry showcase. Organizations participating this year: Bloomingdale’s, Michael Kors, Calvin Klein, URBN, Uniqlo, The Row, H&M, BRAG, and Jack Wills.

Industry Showcase: Advertising, Marketing, and Public Relations
Wednesday, February 6, 2013, 7 – 8:30p.m.
Lerner Hall, Satow Conference Room
Business attire required.
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.

SEAS Speed Networking
Wednesday, February 13, 2013, 6:45 – 9p.m.
Lerner Hall
Registration required.
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.
Registration is required! Please sign up at the following link: speednetworking2013.eventbrite.com. You will need to select your primary networking industry and confirm your participation one week prior to the event.

Professionals in Residence
Thursday, February 28, 2013, 12 – 1p.m.
Thursday, March 14, 2013, 12 – 1p.m.
CCE Conference Room
Registration required.
CCE would like to invite you and a small group of students to a casual lunch and discussion with an alum. 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 event at CCE. This is your opportunity to connect with an executive in a mentoring conversation and is limited to 20 students. Please register today!

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. Join CCE 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. For more information, visit our website at careereducation.columbia.edu/services/site-visit-program.

Council on Foreign Relations*
Friday, February 8, 2013
Bloomingdale’s
Friday, March 1, 2013, 9:45a.m. – 12p.m.
Registration required.
Join CCE for a site visit to Bloomingdale’s Corporate Headquarters in NYC. By attending the visit, you will have an opportunity to:

• Hear an overview and introduction to Bloomingdale’s/Macy’s
• Meet the College Relations Team and learn about Bloomingdale’s Corporate Career Paths (internship and full-time opportunities)
• Listen to panelists (including Columbia Alumni) from a variety of departments (Buying and Planning, Marketing, PR, Finance)

Bloomingdale’s is actively seeking summer interns for its Bloomingdale’s Buying Executive Development Internship Program. Interested candidates should apply through the job posting on LionSHARE. Bloomingdale’s is also conducting an on-campus info session on February 13, 2013.

Metropolitan Museum of Art (Tentative)*
Friday, April 5, 2013

Major League Baseball (Tentative)*
Friday, April 19, 2013

*Please check CCE Calendar for registration and more information.
Columbia College Dinner & Discussion Series

Picture this: You and a few of your peers having an intimate conversation over dinner with a highly-accomplished alumnus from an industry of interest to you. A chance to have all of your burning questions answered without the pressure of a formal networking event.

The Center for Career Education, in partnership with the CCAA Career Education Committee, presents the Columbia College Dinner and Discussion Series, where Columbia College students have the opportunity to interact with Columbia College alumni from different industries in a relaxed and informal atmosphere. This is an ideal setting for students to learn the workings of the industries they are interested in to advance their career exploration. Be sure to register early as space is extremely limited.

Topics TBD

Wednesday, January 23, 2013, 6 – 8p.m.
CCE Conference Room

Monday, March 4, 2013, 6 – 8p.m.
Columbia Alumni Center, Schapiro Room (113th St. between Broadway and Riverside Dr.)

PR and Marketing

Wednesday, February 20, 2013, 6 – 8p.m.
Columbia Alumni Center, Kings Conference Room (113th St. between Broadway and Riverside Dr.)

At this event, we welcome Elliot Sloane, CC ’83. Elliot is founder and Chief Executive Officer of Sloane & Company, a New York-based communications firm offering public relations, investor relations, corporate communications, public affairs, and crisis counseling. The firm was recently awarded “Crisis Firm of the Year” by respected industry publication The Holmes Report. Among his many account responsibilities, Elliot manages integrated financial communications programs for AT&T, Gaylord Entertainment, TiVo, American Express, the Bermuda International Business Association, New York Life, Cablevision, and Boone Pickens, among others.

Career Development Programs for GS*

Mock Interviews with GS Alumni

Wednesday, January 30, 2013, 5 – 9p.m.
Center for Career Education

Registration and business attire required.

As a GS-er, you have an interesting background and skill set; however you may feel confused about how to articulate and sell your story to an employer during the interviewing process. Take advantage of this special opportunity to meet one-on-one with a GS alumnus who can help you practice to fine tune this important skill 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 one-on-one session.

GS Joint Advising for Major Declaration Month

Thursday, February 21, 2013, 2 – 4p.m.
Center for Career Education

Registration required.

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 call The School of General Studies Dean’s Office at 212-854-2881 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.

Networking with GS Alumni

Tuesday, February 26, 2013, 6 – 9p.m.
Columbia Alumni Center (113th St. between Broadway and Riverside Dr.)

Registration and business attire required.

Networking is the single most important skill to include in your job search toolbox. As a GS-er, it is crucial to take advantage of the rich networking opportunities available through alumni, 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 the following:

- Columbia-specific networking resources to take advantage of
- The basics of LinkedIn and how to find Columbia alumni through this robust resource
- How an introvert can feel comfortable networking
- Tips and tricks to maintain relationships and feel positive about your exchanges

* Note: These events are open to School of GS students only.

**Internships, Externships, and First Year Partnerships with CCE**

Friday, February 1, 2013, Time TBD
Alfred Lerner Hall

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)\n‘ek-stern-ship\" - A short, practical experience in a specific field or industry of interest. Note: The deadline for the Externship program is Sunday, February 3. Learn more and apply on CCE’s website: careereducation.columbia.edu/findajob/cce-internship/cee

**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’s event calendar.

**Arts Management**
Wednesday, February 13, 2013, 1 – 2:30p.m.
CCE Conference Room

**Non-Profit (Advocacy and Community Development)**
Wednesday, March 13, 2013, 12 – 1:30p.m.
CCE Conference Room

**Making the Most of the Spring Career Fair and Media Networking Night**

Wednesday, March 6, 2013, 12 – 1p.m.
CCE Conference Room

Be prepared to make connections with employers and networkers at the Spring Career Fair (3/8) and Media Networking Night (3/11) that can lead to internships and jobs. These events are must-go to for graduating seniors, internship-seekers, or those exploring new career fields! At the workshop you will:

- Find out what you can expect on the day of the event(s)
- Learn to research employers/networkers and create a day-of strategy that works for you
- Develop an introduction and identify other ways to make a great impression
- Learn best ways to follow up with employers/networkers after the events

All dates are subject to change. For up-to-date information, registration, and eligibility, please visit: careereducation.columbia.edu/calendar.
Major & Career Exploration for Columbia College First Years

Friday, April 5, 2013, 3 – 5p.m.
CCE Conference Room
Registration required

Deciding between majors, concentrations, or starting to explore career options? Take advantage of this interactive Strong Interest Inventory workshop and receive a free 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. To learn more and register, email Rebecca Schnall at rs3119@columbia.edu.

Navigating LinkedIn as a Student-Athlete*

Friday, April 12, 2013, 12 – 1:30p.m.
Location TBD

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. At this 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 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)

*This event is ONLY open to Columbia University Student Athletes.

Seniors: Identify Your Skills for Success in the Job Search

Thursday, March 28, 2013, 2:30 – 4p.m.
CCE Conference Room
Registration required

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. The workshop is first-come-first-served and only open to 20 seniors.

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

Career Basics for Masters Students

Tuesday, January 29, 2013, 1:30 – 3p.m.
CCE Conference Room

Tuesday, February 5, 2013, 1:30 – 3p.m.
CCE Conference Room

The Center for Career Education is offering two workshops designed to help Masters students (GSAS, SOA, GSAPP, SCE and SEAS) engage in an effective, thoughtful, and successful job search. Students are encouraged to attend both workshops but may choose to attend just one.

Masters Core Workshop I (1/29) will help students to identify and research careers and jobs of interest and set job search goals and deadlines. This workshop will also cover how to locate job postings and uncover hidden opportunities.

Masters Core Workshop II (2/5) will focus on your marketing materials with a special focus on how to prepare effective Resumes and Cover Letters. The workshop will also cover interviewing preparation and techniques.

Career Basics for PhD Students: Expanded Options Beyond Academia

Tuesday, February 12, 2013, 1:30 – 3p.m.
CCE Conference Room

Tuesday, February 26, 2013, 1:30 – 3p.m.
CCE Conference Room

Are you graduating in the near future and looking to explore all your career options? Do you want to learn more about the non academic job search and how you might market the skills and knowledge that you’ve gained as a PhD in the non-academic job market? Students are encouraged to attend both workshops although may choose to attend only one.

PhD Core Workshop I (2/12) will focus on job search techniques, time lines, networking skills, and your marketing materials (resume and cover letter).

PhD Core Workshop II (2/26) will cover the interview process, negotiating offers, and business etiquette.

PhD Fireside Career Chats

The Fireside Chat series is an opportunity for PhD students to discuss non-academic jobs with GSAS alumni in a small group of 15 – 20 students. Alumni will candidly share their experiences about how they navigated the non-academic job search process as well as include tips on the preparation skills needed (i.e documents, interview prep, industry internships). In turn, students will have the opportunity to ask direct questions and learn about career resources and networking opportunities. Industries and dates TBD.

The Challenges and Rewards of the Freelance Life

Tuesday, March 12, 2013, 1:30 – 3p.m.
CCE Conference Room

More and more Americans have given up or been forced out of the salaried 9 – 5 world and projections see that trend continuing and growing. It may encompass artists, actors, writers, editors, IT professionals, website designers, adjuncts, and many more. This workshop will examine the pluses and minuses of being an independent worker. Whether you choose the freelance life or are thrown into it, this workshop will help you with strategies to make it work and resources you can draw on.

How to Succeed in Business by Really Trying

Thursday, May 2, 2013, 1:30 – 3p.m.
CCE Conference Room

This workshop will help participants prepare for the real world of work. It will focus on strategies to get positive recognition, more satisfaction, independence, and greater creativity. It will also cover best communications practices in business, empowerment, the advantages and pitfalls of taking initiative, teamwork, meetings, problems faced during a career, becoming your own boss, and performance evaluations.
CCE’s Alumni Career Development 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 send an email to es2756@columbia.edu or visit our website at careereducation.columbia.edu/alumni.

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/seminar-series. Also access all past tele-seminar and webinar recordings at careereducation.columbia.edu/resources/multimedia.

Is This the Right Career for Me? A Webinar Workshop for Gen Y’s
Friday, January 18, 2013, 12 – 1p.m.
Speaker: Allison Cheston, Career Connector for Young Adults, Instructor at NYU and Business Development Consultant for start-up 2U, www.allisoncheston.com

Are you a Gen Y or Millennial early in your career? Do you have the feeling that there is a career meant for you, but you are just not sure what it is or how to discover it? Join Career Advisor, Allison Cheston, for a webinar to help you identify potential career tracks and take concrete, game-changing steps to pursue your right career. You will be asked to complete a questionnaire in advance as we will be using real-life, anonymous examples from the audience.

Negotiating Your Salary in a Difficult Economy
Friday, February 22, 2013, 12 – 1p.m.

Negotiation is a fundamental concept of business whether it involves joining or leaving an organization, defining job responsibilities, or negotiating a starting salary, a raise or a buyout package. It goes on under the best or worst of economic times. Understanding the boundaries of what is acceptable based on the industry or organization and the economic circumstances is crucial in developing a successful negotiating strategy. This webinar will explore specific negotiation techniques that may be utilized even in a difficult economy.

Act Like You Mean Business: Essential Communication Lessons from Stage and Screen
Thursday, March 28, 2013, 12 – 1p.m.
Speaker: Rob Biesenbach, corporate communications consultant, actor, author, and public speaker, www.RobBiesenbach.com

Do you want to strengthen your business relationships, build trust, motivate teams, and better present yourself in the workplace and the marketplace? The key is to treat every communication like a performance — every email, meeting, presentation, interview, and networking event. In this engaging, informative webinar, Rob Biesenbach reveals the vital link between show business and your business. Through favorite moments from movies and TV, you’ll learn to better connect with people, tell more compelling stories, and express your ideas more clearly and creatively. And that can lead to greater success on the job and in your everyday interactions.

Working with Gaps on Your Resume: How to Creatively Frame Your Volunteer and Life Experiences
Thursday, April 25, 2013, 12 – 1p.m.

Many of us take time off from working, for one reason or another. Sometimes, it’s by choice, and in other cases, it is forced upon us. Join this webinar to learn the best ways to explain employment gaps on your resume, as well as to use volunteer and other experiences to obscure your time off.

Taking the Next Step: Advanced Social Media for Your Job Search
Wednesday, May 29, 2013, 12 – 1p.m.
Speaker: Robert Hellmann, Career Consultant and Professor at New York University, www.hellmannconsulting.com

LinkedIn is now an essential tool for job-seekers and career-advancers; those who are well versed are reaching their career goals more quickly. Career Coach and Author Robert Hellmann will go beyond the basics to show you advanced techniques in leveraging LinkedIn to build your network, research job prospects, contact people, and get meetings and interviews. We will also briefly touch upon Twitter and other social media tools. You will learn about specific strategies, techniques, and resources that you can use immediately to help you reach your career goals!
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>Location</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Deutsche Bank Technology Internship Info Session</td>
<td>Faculty House, Skyline Dining Room</td>
<td>1/22/13</td>
<td>5 – 6:30p.m.</td>
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<td>American Express Risk &amp; Information Management Info Session</td>
<td>Davis Auditorium, Schapiro Center</td>
<td>1/22/13</td>
<td>5 – 6:30p.m.</td>
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<td>Evercore Partners Info Session</td>
<td>Faculty House, Presidential Room 1 &amp; Reception</td>
<td>1/22/13</td>
<td>7:30 – 9p.m.</td>
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<td>Citi S&amp;T 101</td>
<td>Faculty House, Presidential Rooms 2 &amp; 3</td>
<td>1/23/13</td>
<td>6:30 – 7:30p.m.</td>
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<td>Centerview Partners Info Session</td>
<td>Faculty House, Garden Room 2</td>
<td>1/23/13</td>
<td>7:30 – 9p.m.</td>
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<td>The Blackstone Group Info Session</td>
<td>Faculty House, Garden Room 2</td>
<td>1/24/13</td>
<td>5 – 6:30p.m.</td>
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<td>Morgan Stanley Technology Info Session</td>
<td>Faculty House, Presidential Room 1 &amp; Reception</td>
<td>1/24/13</td>
<td>7 – 9:30p.m.</td>
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<td>J.P. Morgan Chase Info Session</td>
<td>Faculty House, Presidential Room 1 &amp; Reception</td>
<td>1/28/13</td>
<td>7:30 – 9p.m.</td>
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<td>AIG Info Session</td>
<td>Faculty House, Presidential Room 1 &amp; Reception</td>
<td>1/29/13</td>
<td>7:30 – 9p.m.</td>
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<td>J.P. Morgan Treasury &amp; Securities Services Pre-Interview Reception</td>
<td>Faculty House, Garden Room 2</td>
<td>1/31/13</td>
<td>5 – 6:30p.m.</td>
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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.
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 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 1:00 p.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.

Columbia University Center for Career Education