Orientation – Fall 2008

Graduate Student Career Development Center for Career Education
• **Who** we are – Our responsibilities

• **Where** we are – Our location

• **What** we do – Programming and counseling

• **How** to use us – 1) Website/print resources → 2) PHH → 3) Walk-in → 4) Counseling appointment

* Get familiar with LionSHARE *
Fall 2008 Programming Includes:

• “Career Essentials” Workshop Series (over 3 weeks – RSVP needed):
  Core Skills for Masters Degree Students – 9/9, 9/16, 9/23
• “Careers In...” Industry Exploration Panels – starting September!
• Individual Speakers, Specialized Workshops and Panels
• On-Campus Recruiting & Employer Presentations – LionSHARE
• Career Fairs:
  Super Saturday – Lerner, Sept. 6th
  Fall Career Fair – Lerner, Sept. 26th
  Engineering Career Fair – Lerner, Oct. 24th
  International Organizations Day – Lerner, Nov. 7th
• Special Events – Finance 101, Consulting 101
• “Power Half-Hours” 12:30-1:00 pm, most weekdays, CCE Conf.
  Room: 1) Resumes/CLs 2) Job/Internship Search
    3) Columbia Career Connections  4) LionSHARE  5) Interviewing
• Electronic and Hard Copy Resources – Website, Planners, Tip Sheets
“Career Essentials” Workshop Series

• Masters Students – Tuesdays – 9/9, 9/16, 9/23
  (All 1:30-3:00pm in CCE’s Conference Room)

• Series may be repeated in November

Workshops Cover:

Part 1: Preparation: Research/Techniques, Applications, Resumes/CVs, Cover Letters

Part 2: Job Search Timelines

Part 3: Interviewing, “Job Talks”, Negotiating Offers
Individual Career Counseling
~ Options ~

• **Walk-ins** (daily 1-4 pm, 1/day) – Esp. for CV, Resume, & Cover Letter critiques

• **Individual career counseling** – 30 min/1 hour (By appointment – 1/week)

• **Mock/practice interviews**, job talks, “case” interviews (By appointment)

• **Video-taped** practice interviews and job talks (By appointment)

• **Individual interest assessments** (including MBTI and SII testing)

• **Check website and Tip Sheets** first for information!

• Joyce Newman – “The Art of Selling Yourself”
Specialized Workshops
(in development)

• “Networking for Graduate Students”

• The “On-line” Job Search

• Resume “Check-ups” (before Career Fairs)

• “Business Etiquette” workshop and Etiquette Dinners

• “Making the Most of the Career Fair” – before Fall and Engineering Career Fairs
More Specialized Workshops and Events

• Consulting Series:
  “Case Interviewing”
  “The Business Mindset” Follow-on presentation later in semester
  “A PhD’s Successful Quest to Become a Consultant”

• Financial Services Series:
  “Finance 101 for PhDs (and all graduate students)”
  More to come – watch the website

• Industry Clubs

• Company/Site Visits – See website for companies, dates, RSVP details, and times
Memberships/Resources:

  E-Briefings of past events (members login): GSAS sent login information; you can retrieve thru website with CU email address if you do not have it.

• Foundation Center:
  FREE full access through Columbia Libraries website!

• CCE Website:  [http://www.cce.columbia.edu/](http://www.cce.columbia.edu/)
  Vault.com, Wetfeet.com (Industry Guides): FREE through CCE

• Chronicle of Higher Education:
  FREE full access through Columbia Libraries website!

• Tip Sheets: Available through CCE website
WHERE ARE WE?
Graduate Student Career Development
Center for Career Education

- Workshops, panels, speakers, career fairs
- Individual career counseling
- Documentation and application reviews
- Practice interviews, job talks
- Video-taped interviews and job talks
- Dossier/Credentials Service
- Career Resource Center – Internet subscriptions
- Non-academic job and internship listings – LionSHARE
COLUMBIA UNIVERSITY CENTER FOR
Career Education

Graduate Student Career Development

Who we are:
Richard Kurz, PhD, rk347
Beth Olson, bo2145

Where you can find us:
East Campus, Lower Level
http://www.cce.columbia.edu
Check website calendar often!

How you can reach us:
(212) 854-5609
Call to set up individual appointments

When you can reach us:
Mon.– Fri., 9 am-5 pm
Wed. (term time), open till 8pm
Walk-ins, 1pm-4pm every day