

COLUMBIA UNIVERSITY CENTER FOR Career Education

USING THE CENTER FOR CAREER EDUCATION:
A GUIDE FOR SCHOOL OF GENERAL STUDIES STUDENTS

Start Now!

Whether you are just getting started with a career or an experienced student looking for a summer internship, rewriting your resume, or wanting to plan for your career path after Columbia, the Center for Career Education (CCE) is the place to begin. School of General Studies (GS) students use CCE for a variety of purposes, including:

- Getting a part-time job or internship,
- Learning how to make the most of winter or summer breaks,
- Obtaining more information about an industry of interest,
- Writing and/or perfecting a resume or cover letter,
- Reflecting upon how the Columbia experience connects with the professional world, and
- Meeting with a career counselor.

Programs and Services

Daily Walk-In Hours

During the fall and spring semesters, you are encouraged to come to our walk-in hours held Monday through Friday between 1 pm and 4 pm. These are usually the first point of contact with CCE and consist of 10 minute sessions where you are able to come in at 1 pm and sign up for a 10 minute time slot between 1 and 4 pm. Topics often include starting an internship search; resumes and cover letters; interview preparation; networking; and questions about career development.

Job and Internship Listings

Register at www.cce.columbia.edu for ColumbiaTRAK and gain access to part-time, full-time, work-study, and internship positions. During registration, you may also select to receive our internships email, which includes updated postings, and Temp Time, a regular email listing of temporary assignments and short-term projects.

Columbia Career Connections (CCC)

Columbia Career Connections (CCC) is an online career network for Columbia University alumni and Columbia University undergraduate students. With CCC, students and alumni have a unique opportunity to share career and industry experiences. Access to Columbia Career Connections for students is subject to prior attendance at a Networking Workshop called "CCC Power Half Hour," please check our website for dates and times. Alumni can register by visiting the Columbia University Alumni Relations Web site: alumni.columbia.edu/access/s2_6.html.

internship, CCE runs several programs, including Encouraging Dynamic Global Entrepreneurs (EDGE) and Columbia Experience Overseas (CEO), which provide opportunities to work with employers throughout the world. Last year's programs were located in London, Scotland, Guatemala, and Hong Kong. Each program has an internship component, along with pre-departure training, career related workshops, and networking opportunities with alumni and peers.

Career Counseling Appointments

You can make an appointment to discuss a variety of career issues with a career counselor, including exploration of your skills, interests, and career options, and the best approaches to finding internships and full-time jobs. You are encouraged to attend a walk-in session prior to making a career counseling appointment. Appointments are available during days or evenings, and either in person or by telephone. Call (212) 854-5609 to schedule an appointment.

Power Half Hours

Power Half Hours provide you with the necessary tools to begin your job search and the opportunity to ask career-related questions. All workshops are from 12:30-1:00pm in CCE's Conference Room. The schedule and topics for the spring 2008 Power Half Hours are:

Interviewing	Resumes and Cover Letters	Accessing the job/internship database (ColumbiaTRAK)
Wednesday, Jan. 23	Tuesday, Jan. 22	Thursday, Jan. 24
Tuesday, Feb. 12	Thursday, Feb. 7	Thursday, Jan. 31
Tuesday, March 4	Monday, Feb. 11	Friday, Feb. 8
Thursday, March 6	Monday, Feb. 18	Tuesday, Feb. 26
Monday, March 31	Wednesday, Feb. 27	
Monday, April 14	Thursday, March 27	
	Thursday, April 17	

Columbia Career Connections	Internships
Tuesday, Jan. 29	Monday, Jan. 28
Wednesday, Feb. 13	Monday, Feb. 4
Wednesday, Feb. 20	Thursday, Feb. 14
Friday, Feb. 29	Wednesday, April 2
Wednesday, March 5	

"Careers In..." Series

The "Careers In..." series provides you with opportunities to hear panel presentations from speakers (primarily alumni) in diverse career areas. This series helps highlight the connection between what you learn as GS students at Columbia and life after graduation. Past "Careers In..."

presentations have included: Engineering (Civil, Electrical & Mechanical), Publishing, Sports Management, Real Estate, and Fashion.

Resources

The CCE Career Resource Center contains a variety of books, periodicals, and binders with targeted information for undergraduate students. These resources help you explore different career areas, and gain a better understanding of the basics of internship/job searching. Staff members are available to help navigate the Career Resource Center holdings.

On the CCE website, www.cce.columbia.edu, you will find valuable tipsheets, industry snapshots and free access to the Wetfeet and Vault guides. These guides provide industry and company overviews, specific career-related tips, and internship and job opportunities. Please refer to the "How to Use Vault and Wetfeet Tipsheet" for additional help.

CCE facilitates a variety of events to help you explore different types of career paths and to assist you with all stages of the career development process. Events include career fairs, networking events, career workshops, and industry specific programs.

Important Spring 2008 Events

<i>116th to Wall Street Event</i>	January 24, 2008
<i>Career Education for Women,</i>	January 30, 2008
<i>Career Search Secrets with Lindsey Pollack</i>	February 6, 2008
<i>Site Visit</i> 8, 2008 <i>Langan Engineering</i>	February
<i>Job Search for Seniors,</i> <i>Tools and Techniques to Secure Your First Job</i>	February 8, 2008
<i>1st & 2nd Year Career Week</i> 2008	February 11 – 15,
<i>Career Education for Women,</i> <i>Employer Info Session</i>	February 13, 2008
<i>Internship Boot Camp:</i> <i>Peer-to-Peer Networking</i>	February 15, 2008
<i>Site Visit</i> <i>The Guggenheim</i>	February 15, 2008
<i>Careers in Arts Management</i>	February 19, 2008
<i>Career Education for Women Workshop</i>	February 22, 2008
<i>Careers in Education</i>	February 27, 2008
<i>Site Visit</i> 29, 2008	February
<i>Making the Most of a Career Fair</i>	March 3, 4, 2008

<i>Career Education for Women Workshop</i>	March 5, 2008
<i>Not-for-Profit & Public Service Career Fair</i>	March 7, 2008
<i>Job Search for Seniors</i> <i>Tools and Techniques to Secure Your First Job</i>	March 10, 2008
<i>Careers in Public Service</i>	March 12, 2008
<i>Networking 101</i>	March 25, 2008
<i>Media Networking Event</i>	March 26, 2008
<i>Site Visits</i> <i>WOR Radio</i> <i>Port Authority</i>	March 28, 2008
<i>Career Education for Women Workshop</i>	March 28, 2008
<i>Careers in Design</i> 2008	March 31,
<i>Careers in New Media</i>	April 2, 2008
<i>Site Visit</i> 2008 <i>Abercrombie & Fitch</i>	April 4,
<i>Careers in Social Entrepreneurship</i> 2008	April 6,
<i>Careers in IT</i>	April 7, 2008
<i>Getting the Corner Office Workshop</i> 2008	April 11,
<i>Site Visit</i>	April 11, 2008

Calendar of Events

Additional programs may be added to the schedule and dates may change. Regularly check the CCE Calendar of Events at www.cce.columbia.edu/events to find the latest schedule of and register for workshops, employer presentations, and special events for the semester.

Additional Information for Students with Disabilities

Individuals with disabilities are invited to request reasonable accommodations sponsored by CCE by contacting us at: (212) 854.5346. Requests must be made two weeks in advance.