

COLUMBIA UNIVERSITY

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

Office of Career Services

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ADVANCED POLICY ANALYSIS JOB SEARCH FACT SHEET

The following career-related resources are available in the OCS Library or online through the OCS Website (via http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources.html and/or http://sipa.columbia.edu/resources_services/career_services/current_students/find_job.html).

OCS Fact Sheets	◆ OCS has Fact Sheets on a wide variety of topics including Economic Development Corporations, Organizations Working on Gender Issues in NYC and DC, Welcome to Our Nation's Capital, United Nations Fact Sheet, and Career Opportunities in various fields (see career resource carousel for a complete list).
Concentration Specific Books	<ul style="list-style-type: none">◆ National Directory of Corporate and Public Affairs◆ Find a Federal Job Fast! How to Cut the Red Tape and Get Hired◆ 100 Best Nonprofits to Work For◆ Consultants and Consulting Organizations Directory◆ Congressional Yellow Book◆ The Harvard Guide to Careers in The Nonprofit Sector◆ Official Directory of the City of New York◆ Career Guide to the Top Consulting Firms◆ The New York State Directory◆ Washington Internships in Law and Policy
Periodical Subscriptions	<ul style="list-style-type: none">◆ World Trade◆ The Chronicle of Philanthropy◆ Opportunities in Public Affairs◆ Public Sector Job Bulletin◆ ANHD- The Weekly Reader◆ City Limits◆ The Hill◆ Roll Call

General Resources

Alumni Career Advisory Program (ACAP): An online directory of SIPA alumni accessible through SIPA Global Connection who have volunteered to serve as career mentors to current SIPA students and other alumni. This resource is an excellent source of networking and informational interview contacts, accessible at: www.alumniconnections.com/SIPA.

Fact Sheets: Cover Letter and Resume Tips, Interview Preparation Tips, and Evaluating Job Offers, etc. at http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources/fact_sheets.html.

Sample Resumes and Cover Letters: at http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources/sample_resumes.html.

Internship Report Binders: A compilation of SIPA students' reports describing how they secured internships and their experiences in those internships.

Books: More than 100 publications are available including Vault Guides to Finance, Consulting and Case Interviews, Consultants and Consulting Organizations Directory, and the Encyclopedia of Associations (which lists trade groups and professional associations by industry).

Career Events: Current students should use SIPATRAK and the OCS Career News (newsletter) to keep up to date on OCS-sponsored career events including employer information sessions, conferences, networking receptions and career panels.

MonsterTRAK/SIPATRAK: Review internship and full-time job postings for employment opportunities via http://sipa.columbia.edu/resources_services/career_services/current_students/find_job.html. This database is updated daily.

You Have Your MPA, Now What?: From the October 2003 Educational Supplement to the *PA* [Public Administration] *Times* (newsletter of the American Society for Public Administration), this piece has a few tips on what to do with an MPA degree. It can be found online at: <http://classweb.gmu.edu/aludwick/nowwhat.htm>.

SIPA Employment Statistics

For a list of employers who have hired SIPA graduates, please refer to employment statistics at http://sipa.columbia.edu/resources_services/career_services/employment_statistics.html.

Web Sites

- ◆ Booz Allen Hamilton Consulting: www.bah.com/wtb/careers.html
- ◆ Abt Associates: www.abtassociates.com/index.cfm
- ◆ Aspen Institute: www.aspeninstitute.org
- ◆ Mathematica: www.mathematica-mpr.com
- ◆ Haas Policy Consulting: www.haaspolicy.com
- ◆ Research & Planning Consultants: www.rpccconsulting.com
- ◆ ICF Consulting: www.icfi.com/Default.asp
- ◆ Institute for Women's Policy Research: www.iwpr.org
- ◆ RAND Corporation: www.rand.org
- ◆ Center for Economic and Policy Research: www.cepr.net
- ◆ Federal Office of Personnel Management: www.usajobs.opm.gov
- ◆ U.S. Government Accountability Office: www.gao.gov
- ◆ U.S. Office of Management and Budget: www.whitehouse.gov/omb/
- ◆ New York City Agencies: www.ci.nyc.ny.us/portal/index.jsp?front_door=true
- ◆ New York City Economic Development Corporation: www.nycedc.com/
- ◆ New York State Civil Service: www.cs.state.ny.us
- ◆ Listings and resources concerning private sector industry leaders: money.cnn.com/magazines/fortune/
- ◆ Listing of international jobs: www.internationaljobs.org
- ◆ Professionals for Nonprofits: www.nonprofitstaffing.com
- ◆ Chronicle of Philanthropy: philanthropy.com/jobs
- ◆ Idealist: www.idealists.org
- ◆ The Nonprofit Times: www.nptimes.com

Professional Organizations, Associations, and Resources

- ◆ The American Society for Public Administration: www.aspanet.org/scriptcontent/index.cfm
- ◆ National Council of Nonprofit Associations: www.ncna.org
- ◆ Free Management Library, Basic Business Research Methods: www.managementhelp.org/research/research.htm
- ◆ National Association for Business Economics: www.nabe.com
- ◆ National Economic Association: www.neaecon.org/index.htm
- ◆ International Health Economics Association: www.healthconomics.org
- ◆ International Association for Energy Economics: www.iaee.org/en/index.aspx