

# COLUMBIA UNIVERSITY

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

## Office of Career Services

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## THE MIDDLE EAST INSTITUTE JOB SEARCH FACT SHEET

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

<b>OCS Fact Sheets</b>	<ul style="list-style-type: none"><li>◆ OCS has Fact Sheets on a wide variety of topics including Cover Letter and Resume Tips, Interview Preparation Tips, Professional Organizations, the International Organization Job Search, and Career Opportunities in various fields. (available online at: <a href="http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources/fact_sheets.html">http://sipa.columbia.edu/resources_services/career_services/current_students/career_resources/fact_sheets.html</a>)</li></ul>
<b>Concentration Specific Books</b>	<ul style="list-style-type: none"><li>◆ The List (Organizations Concerned with Human Rights and Social Justice Issues)</li><li>◆ List of United Nations affiliated Non Governmental Organizations (available online at: <a href="http://docs.lib.duke.edu/igo/guides/ngo/">http://docs.lib.duke.edu/igo/guides/ngo/</a>)</li><li>◆ The Directory of International Economic Organizations</li><li>◆ 2002 Directory of Microcredit Practitioner Institutions</li><li>◆ InterAction Member Profiles 2004-2005</li><li>◆ Directory of American Firms Operating in Foreign Countries (2 volumes)</li><li>◆ Official Diplomatic Directory (available online at: <a href="http://www.diplomaticdirectory.com/">http://www.diplomaticdirectory.com/</a>)</li><li>◆ Women's Foreign Policy Group - Directory of Members</li><li>◆ The Development Catalog 2002/2003</li></ul>
<b>Periodical Subscriptions</b>	<ul style="list-style-type: none"><li>◆ International Career Employment Weekly</li><li>◆ Crain's New York Business</li><li>◆ Chronicle of Higher Education</li><li>◆ Monday Developments</li><li>◆ Women in International Security</li><li>◆ World Trade</li><li>◆ City Limits</li><li>◆ The Chronicle of Philanthropy</li></ul>

### 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](http://www.alumniconnections.com/SIPA).

**Sample Resumes and Cover Letters:** at [http://sipa.columbia.edu/resources\\_services/career\\_services/current\\_students/career\\_resources/sample\\_resumes.html](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](http://sipa.columbia.edu/resources_services/career_services/current_students/find_job.html). This database is updated daily. Please search using the prefix "SIPA" in the Job Title field in order to search for opportunities specific to SIPA students.

## **Employer Information**

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](http://sipa.columbia.edu/resources_services/career_services/employment_statistics.html).

## **Web Sites**

A sample of good web sites with information and/or job listings for your concentration:

- ◆ Action Without Borders: [www.idealists.org](http://www.idealists.org)
- ◆ Chemonics Consulting: [www.chemonics.com](http://www.chemonics.com)
- ◆ Development Executive Group: [www.developmentex.com](http://www.developmentex.com)
- ◆ DevNetJobs.org: [www.devnetjobs.org](http://www.devnetjobs.org)
- ◆ Directory of Development Organizations: [www.devdir.org](http://www.devdir.org)
- ◆ International development jobs: [www.devjobs.com](http://www.devjobs.com)
- ◆ Listing of international jobs: [www.internationaljobs.org](http://www.internationaljobs.org)
- ◆ MonsterGulf: <http://jobsearch.monstergulf.com>
- ◆ Nonprofit jobs and career opportunities: [www.opportunitynocs.org](http://www.opportunitynocs.org)
- ◆ OneWorld: <http://us.oneworld.net>
- ◆ United Nations Development Programme (UNDP): [www.undp.org](http://www.undp.org)
- ◆ Union Jobs: [www.unionjobs.com](http://www.unionjobs.com)
- ◆ U.S. Agency for International Development (USAID): [www.usaid.gov/careers](http://www.usaid.gov/careers)
- ◆ World Bank Jobs: [www.worldbank.org/careers](http://www.worldbank.org/careers)