

# COLUMBIA UNIVERSITY

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

## Office of Career Services

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## URBAN POLICY 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](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>	◆ OCS has Fact Sheets on a wide variety of topics including New York Economic Development Corporations, Think Tanks, Research Institutes, and Career Opportunities in various fields (see career resource carousel for a complete list).
<b>Concentration Specific Books</b>	<ul style="list-style-type: none"><li>◆ National Directory of Corporate and Public Affairs</li><li>◆ Find a Federal Job Fast! How to Cut the Red Tape and Get Hired</li><li>◆ A Guide to Careers in Community Development</li><li>◆ WetFeet Insider Guide to Careers in Nonprofits and Government Agencies</li><li>◆ Congressional Yellow Book</li><li>◆ The Harvard Guide to Careers in The Nonprofit Sector</li><li>◆ Official Directory of the City of New York</li><li>◆ Career Guide to the Top Consulting Firms</li><li>◆ The New York State Directory</li><li>◆ Washington Internships in Law and Policy</li></ul>
<b>Periodical Subscriptions</b>	<ul style="list-style-type: none"><li>◆ World Trade</li><li>◆ The Chronicle of Philanthropy</li><li>◆ Opportunities in Public Affairs</li><li>◆ Public Sector Job Bulletin</li><li>◆ ANHD- The Weekly Reader</li><li>◆ City Limits</li><li>◆ The Hill</li><li>◆ Roll Call</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).

**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](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](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.

**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 listing of employers who have hired SIPA graduates, please review the employment statistics online 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**

- ◆ Booz Allen Hamilton Consulting: [www.boozallen.com/home/careers](http://www.boozallen.com/home/careers)
- ◆ Coalition for Affordable Housing the and Environment: [www.cahenj.org](http://www.cahenj.org)
- ◆ Common Ground: [www.commonground.org](http://www.commonground.org)
- ◆ Community Preservation and Development Organization: [www.cpd.org](http://www.cpd.org)
- ◆ Congressional Budget Office: [www.cbo.gov](http://www.cbo.gov)
- ◆ Enterprise Foundation: [www.enterprisefoundation.org](http://www.enterprisefoundation.org)
- ◆ Federal Office of Personnel Management: [www.usajobs.opm.gov](http://www.usajobs.opm.gov)
- ◆ Forest City Ratner: [www.frc.com](http://www.frc.com)
- ◆ Local Initiative Support Organization: [www.lisc.org](http://www.lisc.org)
- ◆ Metropolitan Transit Authority: [www.mta.nyc.ny.us](http://www.mta.nyc.ny.us)
- ◆ New York City Agencies: [www.ci.nyc.ny.us/portal/index.jsp?front\\_door=true](http://www.ci.nyc.ny.us/portal/index.jsp?front_door=true)
- ◆ New York City Department of City Planning: [www.nyc.gov/html/dcp/home.html](http://www.nyc.gov/html/dcp/home.html)
- ◆ New York City Department of Housing Preservation and Development: [www.nyc.gov/html/hpd/html/home/home.shtml](http://www.nyc.gov/html/hpd/html/home/home.shtml)
- ◆ New York City Economic Development Corporation: [www.nycedc.com/](http://www.nycedc.com/)
- ◆ New York City Office of the Mayor: [www.nyc.gov/portal/site/nycgov/menuitem.bcb0d8fdaa9e24601c789a0](http://www.nyc.gov/portal/site/nycgov/menuitem.bcb0d8fdaa9e24601c789a0)
- ◆ New York State Civil Service: [www.cs.state.ny.us](http://www.cs.state.ny.us)
- ◆ U.S. Department of Housing and Urban Development: [www.hud.gov](http://www.hud.gov)
- ◆ U.S. Department of Transportation: [www.dot.gov](http://www.dot.gov)
- ◆ U.S. Office of Management and Budget: <http://origin.www.gpoaccess.gov/usbudget/>
- ◆ Parsons Brinkerhoff: [www.pbworld.com](http://www.pbworld.com)
- ◆ Port Authority of New York and New Jersey: [www.panynj.gov](http://www.panynj.gov)

### **Professional Organizations**

- ◆ American Planning Association: [www.planning.org](http://www.planning.org)
- ◆ Planetizen: [www.planetizen.com](http://www.planetizen.com)
- ◆ American Society for Public Administration: [www.aspanet.org/scriptcontent/index.cfm](http://www.aspanet.org/scriptcontent/index.cfm)
- ◆ Young Nonprofit Professionals: [www.ynpn.org](http://www.ynpn.org)
- ◆ American Public Works Association: [www.apwa.net/](http://www.apwa.net/)
- ◆ Association of Metropolitan Planning Organizations: [www.ampo.org](http://www.ampo.org)
- ◆ Community Development Society: [www.comm-dev.org](http://www.comm-dev.org)
- ◆ International City/County Management Association: [www.icma.org/](http://www.icma.org/)
- ◆ International Downtown Association: [www.ida-downtown.org/eweb/startpage.aspx](http://www.ida-downtown.org/eweb/startpage.aspx)
- ◆ International Economic Development Council: [www.iedonline.org](http://www.iedonline.org)
- ◆ National Association of Development Organizations: [www.nado.org](http://www.nado.org)
- ◆ National Association of Regional Councils: [www.narc.org](http://www.narc.org)
- ◆ National Community Development Association: [www.ncdaonline.org](http://www.ncdaonline.org)
- ◆ Planners Network: [www.plannersnetwork.org](http://www.plannersnetwork.org)
- ◆ Urban Affairs Association: [www.udel.edu/uaa/](http://www.udel.edu/uaa/)
- ◆ Urban Land Institute: [www.uli.org/](http://www.uli.org/)