

OFFICE OF CAREER SERVICES

SERVICES FOR ALUMNI

OCS, in partnership with the greater SIPA community, provides students and alumni with the tools, connections and preparation to advance their careers. OCS serves as a hub, placing students and alumni at the center of a network of resources, including staff, faculty, peers, alumni and employers.

Office Hours: OCS is open year-round, including in the summer. The office hours are Monday through Friday from 9am to 5pm. The Director of Alumni and Executive MPA Career Services can generally provide evening and weekend advising hours as needed.

CAREER RESOURCES

Individual Career Advisement: Individual career advising sessions with an OCS career adviser, either in-person or over the phone, are available by appointment. During these appointments, alumni may discuss job search strategies, conduct a mock interview, get tips on salary negotiations, have resumes or cover letters critiqued, or get a fresh perspective on their job search. OCS career advisers are available to meet with alumni year-round. In addition, alumni have an OCS adviser dedicated to their needs, the Director of Alumni and Executive MPA Career Services. To schedule an appointment with an adviser, please do so through SIPALink. Sign in with your username and password, go to "Advising", and click "Add Appointment".

SIPA Career Coaching (SIPACC) Program: SIPACC coaches are alumni who are experts in their field and can offer industry-specific knowledge to fellow alumni who are contemplating various career choices or seeking targeted and specific information to help with their career decision-making. To schedule an appointment with a SIPACC coach, please contact your coach directly. More information on our career coaches can be found in "Career Coaching by Alumni (SIPACC)" via the dashboard in SIPALink.

Find a Job via SIPALink: Alumni must register with the OCS online recruitment system in order to access SIPALink. OCS posts over 3,000 full-time jobs and internships in this database each year. This database is updated frequently with new job postings. To register, please go to <http://student.sipalink.com>, where you will find instructions on software registration, information on other alumni services are available.

SIPA Alumni and Student Network group on LinkedIn: OCS encourages alumni to identify and network with fellow alumni through SIPA's official LinkedIn group, the *SIPA Alumni and Student Network*. With over 8,000 members, the *SIPA Alumni and Student Network* on LinkedIn contains graduates from diverse career fields and is an excellent source for networking and obtaining informational interview contacts. Only SIPA alumni and students are allowed to join this network, and all applicants are authenticated through SIPA. To join the group, create a LinkedIn profile and click on the LinkedIn icon on the bottom right at sipa.columbia.edu/careers or visit the direct URL here: <https://www.linkedin.com/groups/113648/>.

Columbia Alumni Directory: All SIPA alumni have access to the Columbia Alumni Directory, providing you with the opportunity to search for, connect and network with thousands of Columbia alumni. This new alumni community also includes the opportunity to create and participate in discussion groups based on field of work or study and other interests. Connect at <https://alumni.columbia.edu/alumni-directory>.

Vault: The online Vault Guides contain information on interviewing and resumes, different industries and employers, as well as books on other career-related topics, such as networking and how to start your own business. These guides can be found at: <https://sipa.columbia.edu/careers/online-career-resources/online-databases-paid-subscriptions>.

GoinGlobal: This research tool provides country-specific expert advice and insider tips for finding employment opportunities at home and abroad. Listings are updated daily and there are more than 400,000 country-specific company profiles. Resources include business and networking groups, cost of living data, and more. H-1B employer listings are also included. Please visit: <https://sipa.columbia.edu/careers/online-career-resources/online-databases-paid-subscriptions>.

OCS Library and Website: The OCS library (Room 420), SIPALink, and the OCS website, <https://sipa.columbia.edu/careers>, offer a wealth of resources, including:

- ONLINE ONLY: Fact sheets on topics such as cover letter and resume writing, interview preparation, and evaluating job offers.
- ONLINE ONLY: Fact sheets on hundreds of employers in various fields and industries, along with skills or academic preparation for careers in these professional areas.
- OCS ROOM 420 ONLY: Books, resource guides, and periodicals relevant to the internship and job search in international and public affairs.

OPPORTUNITIES FOR ALUMNI TO GET INVOLVED

OCS offers numerous programs that allow alumni to expand their professional networks and assist SIPA students and fellow alumni. We greatly appreciate alumni participation and support.

Participate in an OCS Career Event: Throughout the academic year, OCS sponsors a number of career panels and career-related workshops in which alumni and other professionals speak to students about selected fields. In addition, OCS also hosts several alumni/student networking receptions. By participating in these events, alumni greatly contribute to keeping SIPA students abreast of the nature of the job market, current industry trends, various options available in the field, and what they can expect after graduation. This helps students approach the job search from a more informed position and, in turn, improves the public perception of the SIPA degree. If you are interested in being involved in career panels and workshops, please email OCS at sipa_ocs@columbia.edu and we will direct your email accordingly.

Network with Fellow Alumni and Students on LinkedIn: OCS encourages alumni and current students to identify and network with alumni through SIPA's official LinkedIn group, the *SIPA Alumni and Student Network*. Only SIPA alumni and students are allowed to join this network, and all applicants are authenticated through SIPA. In addition, students rely greatly on alumni for professional advice, and as such, we invite alumni to serve as informal mentors to students who identify them through LinkedIn. To join the group, create a LinkedIn profile and click on the LinkedIn icon on the bottom right at [sipa.columbia.edu/careers](https://www.linkedin.com/groups/113648/) or visit the direct URL here: <https://www.linkedin.com/groups/113648/>.

Post a Job or Internship: Many of the positions OCS receives come from our vast network of alumni. OCS encourages alumni to send job listings and internships that would be of interest to current SIPA students and/or alumni. Please send job and internship listings to sipajobs@sipa.columbia.edu.

OFFICE OF CAREER SERVICES STAFF

Meg Heenehan	Executive Director
Patricia Macken	Director, Employer Relations
Cullen Newton	Director, Employer Outreach
Ken Lawson	Director, Student Relations
Jodi Caplan	Director, Alumni and Executive MPA Career Services
Jillian McIntosh	Assistant Director, Career Events and Alumni Relations
VACANT	Assistant Director, Student Relations
VACANT	Recruitment Coordinator
Armando Hechavarria	Employer Relations Coordinator
Daniel Marquez	Administrative Assistant

SIPA OFFICE OF ALUMNI AFFAIRS

420 West 118th Street, Room 1505, New York, NY 10027

Phone: 212-854-8598 • Toll free phone: 877-797-2678

For information on the SIPA Alumni Association, alumni benefits and events, updating your contact information, or email forwarding, please visit: <https://sipa.columbia.edu/alumni/sipa-alumni-association> or contact the SIPA Office of Alumni Affairs by email at sipaalum@columbia.edu.

Susan Storms	Director of Alumni Affairs
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