

OFFICE OF CAREER SERVICES

SERVICES FOR EXECUTIVE MPA (EMPA) STUDENTS

The mission of the Office of Career Services (OCS) is to provide Executive MPA (EMPA) students with the necessary tools to successfully manage their professional development throughout their careers. We accomplish this through career advising, professional development sessions, career events, recruitment and employer outreach programs, and networking opportunities. Students and alumni are encouraged to partner with OCS and dedicate time to independent research and networking to build bridges with the professional world.

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.

Dedicated Adviser: Jodi Caplan is the OCS adviser who is dedicated to working with alumni and EMPA students. Jodi offers advising, workshops, and employer outreach tailored specifically to meet the needs of working professionals. She offers advising sessions during business and lunch hours, some evenings, and occasionally on Saturdays. To set up advising appointments with Jodi, please do so through SIPALink.

CAREER RESOURCES

Professional Development Sessions: Several sessions are offered to EMPA students to assist them with their career planning and job search process. These sessions cover resume and cover letter writing, interviewing, networking, changing careers, and job search strategies.

Individual Career Advisement: Each student has the benefit of three career advisement sessions per semester scheduled by appointment. Services include career planning, job-search strategies, Myers-Briggs Type Indicator (MBTI) assessments, and mock interviews.

SIPA Career Coaching (SIPACC) Program: SIPACC coaches are alumni who are experts in their field and can offer industry-specific knowledge to students who are contemplating various career choices or seeking targeted and specific information to help with their career-decision making. Each student has the benefit of three SIPACC sessions per semester scheduled by appointment.

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](https://www.linkedin.com/groups/113648/) 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>.

Devex: One of the top websites for finding jobs in international development. Organizations throughout the international development community world-wide post jobs on this site. The site includes plenty of news on what is happening in international development and features articles on finding jobs and interviews with hiring managers. Please visit: www.devex.com/en.

OCS Library, SIPALink, 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.
- SIPALink ONLY: A compilation of SIPA students' internship reports, describing how they secured internships and their experiences in those internships can be found through the online internship database in SIPALink. Click on "Search Internship Reports" on the dashboard.
- OCS ROOM 420 ONLY: Books, resource guides, and periodicals relevant to the internship and job search in international and public affairs.

Career Panels and Workshops: OCS organizes numerous career panels and workshops to help current students with their internship and/or job searches. These events are generally conducted by SIPA alumni, OCS staff, and other professionals who volunteer their time to share in-depth knowledge of their career fields.

Co-sponsored Career Events: Additionally, OCS addresses students' needs by co-sponsoring campus career events with concentrations and student groups. These include career and internship panels, workshops, brown bags, forums, and seminars. OCS advertises its career events in the OCS bi-weekly e-newsletter, on SIPALink, on bulletin boards outside OCS and on the IAB sixth floor, via mass email, and by posting flyers.

RECRUITMENT

To supplement your independent internship and/or job searches, OCS conducts extensive outreach to organizations worldwide to provide students with opportunities to enhance their career development and make contact with employers. SIPA's employer base continues to grow and contains over 3,500 diverse organizations that consider SIPA students and alumni for internships and full-time employment. Register on SIPALink, our recruitment software, at <http://student.sipalink.com> to take advantage of OCS recruitment services, including the following resources:

Employer Information Sessions: Employer information sessions provide valuable opportunities for current students to gather specific information on individual employers and meet with practitioners. Organizations may send senior executives, human resources representatives, or SIPA alumni to conduct on-campus information sessions.

On-Campus Recruitment Program: OCS invites employers from the public, private, and nonprofit sectors to recruit on campus, advertise positions, collect resumes, and schedule interviews. Interviews are held from October to April of each academic year.

Off-Campus Recruitment Program: OCS advertises positions for employers who prefer to interview applicants at their sites. Employers contact students directly if they are selected for interviews.

OFFICE OF CAREER SERVICES STAFF

Meg Heenehan	Executive Director
Patricia Macken	Director, Employer Relations
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