

OFFICE OF CAREER SERVICES

SERVICES FOR STUDENTS

The mission of the Office of Career Services (OCS) is to provide students and alumni with the necessary tools to successfully manage their immediate internship and full-time job search as well as their professional development throughout their careers. We accomplish this through career advising, a professional development course, 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.

CAREER RESOURCES

Professional Development (PD) sequence: Professional Development (PD) is a half-credit requirement for most SIPA students in two-year programs. Beginning in fall 2019, PD is an accelerated two-course sequence that includes one mandatory class, "Building Your Professional Profile" (0.25 point), and one elective class that students may choose from five options on topics relating to career advancement and leadership (0.25 point). These include courses on negotiation, public speaking, intercultural relationships and professional networking. See the SIPA Bulletin for full descriptions of all PD classes. **Students are required to complete both components of the PD sequence in their first semester.** (In certain cases, it may be possible to waive the Professional Development requirement; see the OCS website for details.)

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, and mock interviews. 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 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. To schedule an appointment with a SIPACC coach, please contact your coach directly. More information on our career coaches can be found by clicking on "Career Coaching by Alumni (SIPACC)" in *SIPALink*.

Resume and Cover Letter Critiques: OCS staff assists with resume and cover letter critiques by appointment or on an unlimited basis through weekly walk-in sessions.

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>.

OCS Library and Website: The OCS library (Room 420) and the OCS site, <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.

OCS Bi-weekly News: This biweekly e-newsletter is sent to SIPA students at their Columbia University email address. It contains information on career events, fellowships, recruitment, and other essential information for your job search. You will also find a link to a full list of databases and subscriptions for SIPA students in the *OCS biweekly* e-newsletter.

Mock Interviews: Students pursuing jobs and internships in the private, nonprofit, or public sector may prepare for interviews through simulated interview sessions with a career adviser.

Mock Case Interviews: Students pursuing jobs and internships in the field of consulting may prepare for case interviews through simulated case interview sessions with a career adviser.

Big Interview: Big Interview is an online platform that enables students to master and practice interviewing skills through video recording and review. Users can access a vast archive of instructional videos that provide training on effective interviewing strategies and techniques, and record responses to key interview questions that range from general to industry-specific. In addition, users may choose different interview “playbooks” – e.g., New Graduate; Career Change; Senior Level/Executive Presence – and set the level of difficulty for the various lines of interview questions. Users may review their recorded videos privately and/or share them with OCS advisers and other colleagues.

CAREER EVENTS

Washington, DC Career Conference and NYC Career Series: Each year, OCS sponsors two major events consisting of career presentations, alumni receptions, and informational interviews with professionals in Washington, DC and New York City. These events provide excellent means to explore career opportunities and network with alumni and employers in the DC and NYC metro areas.

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 newsletter, on SIPALink, on bulletin boards outside OCS, 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 SIPA 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.

Off-Campus Work-Study Program: OCS administers the Off-Campus Work-Study Program for current SIPA students. Students who are US citizens and have work-study allocations in their financial aid package may apply their work-study funds toward off-campus internships with certain eligible nonprofit and public sector employers.

Travel Grant Program: OCS supports overseas work experience through grants to students who intern abroad during the summer.

OFFICE OF CAREER SERVICES STAFF

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