

COLUMBIA UNIVERSITY

SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS

Office of Career Services

Room 420, International Affairs Building • 420 West 118th Street • New York, NY 10027

Phone: 212-854-4613 • Fax: 212-854-6190 • www.sipa.columbia.edu/ocs

HUMAN RIGHTS (HR) 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 and/or http://sipa.columbia.edu/resources_services/career_services/current_students/find_job.html).

OCS Fact Sheets	<ul style="list-style-type: none">◆ OCS has Fact Sheets on a wide variety of topics including Corporate Social Responsibility Leads, Foundations, Organizations Working on Gender Issues in NY and DC, and Career Opportunities in various fields (see career resource carousel for a complete list).
Concentration Specific Books	<ul style="list-style-type: none">◆ The Human Rights Internship Book◆ The List (Organizations Concerned with Human Rights and Social Justice Issues)◆ Careers in Human Resources◆ Alternatives To The Peace Corps Volunteer Opportunities◆ Interaction Members Profile◆ Directory of African NGOs◆ 100 Best Nonprofits To Work For◆ Women's Foreign Policy Group - Directory of Members
Periodical Subscriptions	<ul style="list-style-type: none">◆ International Careers Employment Weekly◆ Monday Developments◆ Women in International Security◆ The Chronicle of Philanthropy

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.

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.

Sample Resumes and Cover Letters: at 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. This database is updated daily.

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.

Web Sites

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

- ◆ Forefront Global Network: <http://orgs.takingitglobal.org/575>
- ◆ Human Rights Job Board: www.hri.ca/jobboard
- ◆ Human Rights Watch: www.hrw.org
- ◆ International Rescue Committee: www.theirc.org
- ◆ New York City Human Rights Commission: www.ci.nyc.ny.us/html/cchr/home.html
- ◆ Listings and resources concerning private sector industry leaders: <http://money.cnn.com/magazines/fortune/>
- ◆ Listing of international jobs: www.internationaljobs.com