

OFFICE OF CAREER SERVICES

SERVICES FOR 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. To schedule an appointment with an adviser, please do so through SIPALink (sign in with your user name and password, go to "I want to...", and click "make an appointment").

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 EDUCATION

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.

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 on LinkedIn: OCS encourages students to identify and network with alumni through SIPA's official LinkedIn group, the SIPA Alumni and Student Network. With over 7,000 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 search for the group name in the Groups search box. Please visit: www.linkedin.com.

SIPA Alumni Directory: Students can access the SIPA Alumni Directory via the SIPA official website at <https://sipa.columbia.edu/>. You can click on the Alumni tab at the top right and then select Alumni Directory under the Community category header. A Columbia University UNI and password is required to log in. Once logged in, you must select SIPA from the dropdown menu in the top center of the directory's home page and then search for alumni throughout the SIPA 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>.

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>.

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. www.devex.com/en

OCS Career Resource Room and Website: The OCS Career Resource Room (located in Room 420) and the OCS website, <https://sipa.columbia.edu/careers>, offer a wealth of resources, including:

- Fact sheets on topics such as cover letter and resume writing, interview preparation, evaluating job offers, and introductions to careers in a variety of fields of interest to SIPA students.
- A compilation of SIPA students' internship reports, describing how they secured internships and their experiences in those internships. Reports are available through the online internship database in *SIPAlink*.
- 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 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 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

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