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 EDUCATION

Professional Development (PD) Career Conference: Each semester, numerous sections of this required course are offered to SIPA students. Part I of the PD Conference covers career exploration by individual interests as well as workplace sectors, and includes extensive assessment. Part II of PD provides training on essential strategies for internship and job search, including resume and cover letter writing, networking, interviewing, and negotiating.

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 “I want to…”, and click “make an 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 do so through SIPAlink (sign in with your username and password, go to “I want to…”, and click “make an appointment”, and select “SIPA Career Coaches”).

Resume and Cover Letter Critiques: OCS staff assists with resume and cover letter critiques by appointment or on an unlimited basis through weekly drop-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 7,100 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.

Updated 5/16
**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: [www.new.sipa.columbia.edu/careers/resources/online-databases-subscriptions](http://www.new.sipa.columbia.edu/careers/resources/online-databases-subscriptions).

**WetFeet:** Since 1994, WetFeet has been a trusted third party for job seekers, helping students and young professionals make smarter career decisions. The WetFeet Career Resource site gives you access to the complete Insider Guide library and inside scoop on more than 1,000 companies, careers, and industries, along with videos and tips to help find and score your ideal job. To access the online database, please visit: [www.wetfeet.com/university/columbiaug](http://www.wetfeet.com/university/columbiaug).

**Going Global:** 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: [www.new.sipa.columbia.edu/careers/resources/online-databases-subscriptions](http://www.new.sipa.columbia.edu/careers/resources/online-databases-subscriptions).

**OCS Career Resource Room and Website:** The OCS Career Resource Room (located in Room 420) and the OCS website, [www.new.sipa.columbia.edu/careers/services/office-of-career-services](http://www.new.sipa.columbia.edu/careers/services/office-of-career-services), offer a wealth of resources, including:

- Factsheets on topics such as cover letter and resume writing, interview preparation, and evaluating job offers.
- 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 SIPA/link.
- Books, resource guides, and periodicals relevant to internship and/or job searches in international and public affairs. More than 120 publications are available at OCS.

**OCS Weekly News:** This weekly online publication contains information on career events, fellowships, recruitment, and other essential information for your job search.

**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.

**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 SIPA/link, 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 [www.myinterfase.com/cusipa/student](http://www.myinterfase.com/cusipa/student) 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 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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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
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<td>Executive Director</td>
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<td>Patricia Macken</td>
<td>Director, Employer Relations</td>
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<td>Irene Coffman</td>
<td>Director, Employer Outreach</td>
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<td>Ken Lawson</td>
<td>Director, Student Relations</td>
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<td>Armando Hechavarria</td>
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<td>William Kastner</td>
<td>Recruitment Coordinator</td>
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<td>TBD</td>
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