

March 5, 2008

**Barnard Career
Development**

Elliott Hall, 2nd Floor

www.barnard.edu/ocd

News & Events

EVENTS/WORKSHOPS

VISIT US Career Development is located on the 2nd floor of Elliott Hall, at 119th & Claremont (across from the Altschul-Milbank link). Meet with a counselor during drop-in hours—M-F, 12:00 to 4:00 PM—or make an appointment with one of us.

PHONE NUMBER: 854-2033

EMAIL: ocd@barnard.edu

**WOMEN, LAW & PUBLIC
POLICY CONFERENCE:
Special PLEN Session**

4/25 – 4/27 Washington, DC

Network with women lawyers, discuss current policy issues, meet policy makers, learn about careers, and find mentors—at this conference targeted to female students considering careers in law. Limited funding is available through BLI. Please submit application along with a brief essay about why you are interested in attending and how you will bring the experience back to campus.

APPLICATION: Contact Suzy Stein at sstein@barnard.edu.

DEADLINE: 3/14, 4 PM

3/5, 6 PM Career Development Library

LIVING YOUR LIFE NOT YOUR MAJOR: Confessions of a Sector Switcher

Do you have interests that don't fit squarely in any traditional career path? Come, talk and listen to Charlynn Goins '63, who has worked for corporate and non-profit boards, as a tax lawyer and in mutual funds. Ms. Goins currently serves as Chairperson of the NYC Health and Hospitals Commission, a post to which she was appointed by Mayor Bloomberg. Co-sponsored by BLI, NYCCEP, and Alumnae Affairs.

SIGN UP: [eRecruiting](#)

3/6, 3 PM – 5 PM North Tower, Sulzberger Hall

PATHS TO CAREERS IN CHEMISTRY AND BEYOND

The Barnard Chemical Society proudly announces Paths to Careers 2008 – a panel of industry professionals. Representatives from Estee Lauder, Schering-Plough, Morgan & Finnegan and Memorial Sloan Kettering Cancer Center/NYU Medical School will share their personal career paths as well as speak about entry level career and internship opportunities for chemistry and other science majors in their industries. Refreshments will be served.

3/7, 11 AM – 12 PM Barnard/Columbia students/alumni only

11 AM – 4 PM Roone Arledge Auditorium, Lerner Hall

NONPROFIT AND PUBLIC SECTOR CAREER FAIR

The Spring 2008 Not-for-Profit Career Fair, co-hosted by CCE, TC Career Services, CU School of Social Work, CU SIPA, and Barnard Career Development, allows students and alumni to explore career fields, employers, internships and full-time employment.

DETAILS: www.careereducation.columbia.edu/events

4/7, 6 PM Lewis Parlor, Brooks Hall

JUDITH SHAPIRO IN CONVERSATION WITH CONGRESSWOMAN

CAROLYN B. MALONEY: Politics, Public Service, and Professionalism

At this event, Barnard President Judith Shapiro will have a conversation with Rep. Maloney about her current career and what led her to a career in politics. Students are encouraged to come and ask questions. This event is sponsored by BLI (Barnard Leadership Initiative). Refreshments will be served.

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Kellogg Biological Station will host the summer program known as **ELME, Enhancing Linkages between Math and Ecology**. Students both with and without formal training in mathematics may apply. Participants take 3 one-week math courses on topics that are relevant to ecology/evolution and then apply these tools in a four-week field ecology / evolution course. There is a stipend available.

DETAILS: eRecruiting

Interested in Philanthropy? **The New York Foundation** makes grants to groups in NYC that are working on problems of urgent concern to residents of disadvantaged communities and neighborhoods. The Summer Program Intern will visit community organizations, prepare site reports, and assist with an orientation for interns in community organizing. Applicants must have interest in inner city neighborhoods and the non-profit sector. This position offers a stipend of \$450 per week.

DETAILS: eRecruiting

INTERNSHIPS

See these opportunities and more on eRecruiting (see box on page 4 for details).

ELLE.com and **ELLEgirl.com** are looking for editorial interns for the spring and summer. Candidates should have previous internship experience at a magazine or website and strong working knowledge of the fashion, beauty, music, and film industries. Must be available at least 3 days a week starting in early May. Interns will have a chance to assist many talented editors on all aspects both sites' editorial content and, in some cases, write stories. Please note that interns will work for both **ELLE.com** and **ELLEgirl.com**.

The New York Times Syndicate, which offers internships every academic semester, is now gearing up for summer 2008. They are looking for two editorial interns who can each work 20-30 hours per week, May 26 through Aug. 22. This unpaid internship is designed for candidates intending to pursue careers in publishing, particularly future writers and editors.

Orbit Digital, a division of the Orbit/Postworks companies, seeks dedicated, energetic interns with a strong interest in post-production and editing work within a facility. Their clients include feature films, broadcast productions, and a variety of HD work. They are currently interviewing interns to support technical and operations areas.

Rebecca Kelly Ballet seeks highly motivated undergraduate students with an interest in the arts and arts administration. The internship will provide practical experience and an opportunity for the student who desires training in an arts-related business.

CareerPeeks is a non-profit organization that assists women in seeking out their best career options. They host sessions about different career choices for women and how to best move up the path to success. They have an internship opportunity that offers lots of hands on experience. The intern will assist in marketing, office work, communications, networking, and coordinating and hosting sessions.

Upper West Side Eye Care has an internship available in an ophthalmologist's medical office for students interested in a future in medicine.

The Sikh Coalition Internship Program gives students hands-on experience promoting civil and human rights for all people while working in NYC. They are currently accepting applications for Community Organizing and Operations/ Marketing interns for the summer.

The Center for International Media Assistance at the National Endowment for Democracy seeks an intern for the summer. The NED is a private, bipartisan, nonprofit organization that strengthens democratic institutions around the world through nongovernmental efforts.

The Mayor's Office of Immigrant Affairs is creating a new educational TV show to help immigrants improve their English while learning more about City services and resources. The show will feature stories from the City's diverse immigrant communities while modeling effective English language communication strategies.

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New York City Parks and Recreation has internship opportunities for summer 2008. Its principal mission is to keep the parks and playgrounds clean and safe, while developing the City's recreational opportunities. There are a number of internships available including those concerning Yankee & Shea Stadium, Engineering, Grants-Planning Internship, Specifications & Estimating Internship and Marina Division Internship.

DETAILS: eRecruiting

COMMUNITY IMPACT FELLOWSHIP FUND

Community Impact announces the following summer grants:

1. Community Impact Summer Internship Fund: will be awarded to 6 Columbia or Barnard students for a minimum of 8 weeks of work with a NYC non-profit. Includes a \$3,000.00 stipend plus housing.
2. Community Impact Summer Fellows: will be awarded to 2 Columbia or Barnard students who want to work part-time on and implement a project within Community Impact. Includes a \$1,000.00 stipend.

APPLICATION:
www.columbia.edu/cu/ci

DEADLINE: 3/30, Midnight

INTERNSHIPS, CONT'D.

USA Track & Field is looking for an intern in the Events Department responsible for assisting with projects and ongoing event programs, assisting in the general "look" of events through management of signage and related displays and coordinating travel schedules of key Events staff.

The American Geological Institute is accepting applications for a summer 2008 intern, who will work as a member of the Geotimes staff: writing for the News Notes section and other parts of the magazine, writing weekly Web Extras for Geotimes online, attending press briefings and science seminars, and helping to edit and produce the magazine for print and web. There is a stipend available.

KashmirCorps was established in summer 2006 to improve the economic and social welfare of the population in Kashmir, India. As a non-profit organization, they are determined to abide by the principles of selflessness, tolerance, and compassion. Small stipends are available for its summer 2008 program.

Women's eNews is looking for an intern to assist them in covering issues of particular concern to women and providing women's perspectives on public policy. They seek to enhance women's ability to define their own lives and to participate fully in every sector of human endeavor.

Harlem RBI is a private, non-profit organization located in East Harlem, NY. Its mission is to use baseball, softball, and the power of teams to provide inner city youth with opportunities to play, learn, and grow. They are seeking an intern to assist with coaching and organizing baseball and softball teams for 9-12 year olds.

INTERNSHIP FUNDING

FUNDED ENTREPRENEURIAL INTERNSHIPS

\$3,000 stipends available to selected Barnard First-years, Sophomores, and Juniors for full-time entrepreneurial unpaid summer internships! The internship is part of a full-year Trust Entrepreneurial Internship Program (TEIP) that includes a Fall 2008 independent study project or participation in a Spring 2009 TEIP business plan competition, for which there are cash prizes for first and second place.

Before applying, interested students must schedule a meeting with Elayne Garrett, Associate Dean of Career Development, by calling the Front Desk at x42033.

DEADLINE: 4/11, 4 PM

BARNARD GRANTS FOR UNPAID SUMMER INTERNSHIPS

Students involved in unpaid summer internships are eligible for Alumnae and Donor Sponsored Internship Grants that are awarded on a competitive basis. These are first and foremost merit-based awards, not need-based. Award amounts range from \$500 to \$2,500 depending on the time period, merit of the internship, and available funding. Some grants are open only to students pursuing internships in specific fields (i.e. public service, medicine, or the arts); others are more general in scope regardless of the applicant's career interest or major. For additional information, go to: www.barnard.edu/ocd/students-aluminternship.htm.

DEADLINE: 4/11, 4 PM. No late applications will be accepted.

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VISIT ERECRUITING for great jobs, internships, calendar of events, and access to the Vault Career Library.

USERNAME: full Barnard email

INITIAL PASSWORD: Barnard ID

ACCESS: www.barnard.edu/ocd

QUESTIONS: stop by Career Development or call 854-2033

MPA'S FIND YOURSELF IN MAGAZINES CAREER INSIGHT CONFERENCE

3/20, 8 AM – 4:30 PM

Crowne Plaza Times Square

The Career Insight Conference introduces audiences to magazines and showcases diverse and multicultural talent within the industry. Scheduled as an all-day event (general session, concurrent sessions, mentoring lunch), the conference is geared toward anyone interested in building a magazine career. Magazine industry professionals from both the business and editorial sides – from hiring directors to editors-in-chief – are slated. Continental breakfast and lunch will be served.

REGISTER: (by 3/14)

www.magazine.org/findyourself

SENIORS/BEST

CAREER FAIRS

- 3/7 Columbia Not-For-Profit Fair
- 3/8 Tri-State Charter School Career Fair
- 3/11 PreK-12 Education Career Fair
- 3/14 Wellesley College Not-for-Profit and Public Service Career Fair

JOB OPPORTUNITIES

See eRecruiting for details.

- 3/14 Home Lending Leadership Development Program, JPMorgan
- 3/21 New York City Human Rights Fellowship
- 3/23 Paralegal, Clayman & Rosenberg
- 3/31 AIDS Health Project Fellowship, UC San Francisco
- 4/13 Hidden Villa Environmental Education Fellowship

FIRST-YEARS/SOPHOMORES/JUNIORS

FINANCE OPPORTUNITIES

See eRecruiting for details. Resumes must be approved!

- 3/15 Launching Leaders Program, JPMorgan

Rolling Summer Analyst, Newbury Partners

Rolling Summer Intern, PIMCO

STUDENT EMPLOYMENT

Looking for a job? Be sure to check out eRecruiting on our website. All positions we receive are posted on-line.

Work Awards If you receive a Federal Work Study or Barnard College Job award, check your remaining balance. You cannot earn beyond the amount of your award. If you are running low, contact Financial Aid to request an increase. Please email ocd@barnard.edu if you are granted an increase.

W-4's If you claimed "exempt" on your W-4 form, it's time to renew that status for 2008. Stop by Career Development for new forms. If you did not claim "exempt," you do not need to renew your W-4.

First time working at Barnard? You must complete the W-4 & I-9 forms before you can get a contract. Bring your ID (typically a US passport or a photo ID and social security card) to Career Development during contract hours—posted in the office and on the website. If you can't make contract hours, set up an appointment (call x42033).

What's your file number? Barnard uses student employee File Numbers instead of Social Security Numbers on timesheets. Look at your paycheck for your file number (it appears on the upper left) and use it on future timesheets! If you can't find your pay stubs, you can email ocd@barnard.edu and it will be emailed to you.