

April 23, 2008

**Barnard Career  
Development**

Elliott Hall, 2nd Floor

[www.barnard.edu/ocd](http://www.barnard.edu/ocd)

# News & Events

## EVENTS/WORKSHOPS

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**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](mailto:ocd@barnard.edu)

### **THANK YOU LET'S GET READY COACHES!**

Let's Get Ready! had a great spring tutoring and mentoring students at The Young Women's Leadership School and would like to thank all the coaches who volunteered! The commitment and dedication of Barnard students to the futures of so many high school students who want to go to college is inspiring. LGR believes that everyone deserves the chance to get a college education and is proud that Barnard is helping these dreams become realities. For more information about LGR, contact Allison Down ([ad2456@barnard.edu](mailto:ad2456@barnard.edu)).

**4/23, 8 - 9 PM** 302 Milbank

### **NEW YORK CARES VOLUNTEER ORIENTATION/TRAINING**

Want to get more involved around New York City next year? Become a New York Cares member! Members can volunteer with over 800 of NY Cares' partner organizations, including agencies supporting people with HIV/AIDS, animal care, children's education, parks revitalization, adult financial literacy, and many more. Join us and Amy Chen, BC '10, a current New York Cares intern, for volunteer orientation. Refreshments will be served.

**SIGN UP:** [ac2656@barnard.edu](mailto:ac2656@barnard.edu)

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**4/24, 7 - 9:30 PM**

### **MANHATTAN NIGHT COURT OBSERVATION TRIP**

Courtney Muller BC'10, a member of Civic Engagement House, has organized a trip for students to observe arraignments at the Manhattan courthouse at 100 Centre St. Meet in Barnard Hall to travel down together; students will be provided background information and checklists to better understand the cases they will see. On the way back to campus, students will discuss their experiences. Metrocards will be provided by NYCCEP.

**SIGN UP:** [cm2537@barnard.edu](mailto:cm2537@barnard.edu)

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**5/6, 1 - 2:30 PM** Sulzberger Parlor, Barnard Hall

### **NEW YORK CITY CIVIC ENGAGEMENT PROGRAM - Closing Reception**

Stop by to view informational posters from the Civic Engagement House students' internships and grassroots projects. If you've attended one of our events, taken one of our classes, or participated in any way in the NYCCEP program, please stop by for food, conversation, and fun!

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**6/10 - 6/13** Mount Holyoke College and Smith College

### **WOMEN'S EDUCATION WORLDWIDE - Student Leadership Conference**

The Women's Education Worldwide Student Leadership Conference asks students to explore, challenge, and redesign their views of women as leaders. For details on speakers and activities, visit: [www.mtholyoke.edu/proj/wew/studlead.html](http://www.mtholyoke.edu/proj/wew/studlead.html). The Barnard Leadership Initiative (BLI) and the Office of the Dean will sponsor two student representatives from Barnard to attend the conference. Students must pay their own transportation costs. Graduating seniors and visiting students are not eligible to apply. If you are interested, please send a short essay stating why you would like to attend and how you would bring your experience back to campus to [stein@barnard.edu](mailto:stein@barnard.edu) by Thursday, 5/1 at 4 PM.

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### FUNDRAISING DAY NY VOLUNTEERING

6/12, 5 PM - Mandatory

Volunteer Orientation

6/13 - Conference

Marriott Marquis

Interested in the Nonprofit Sector? Volunteer at Fundraising Day in NY ([www.frdny.org](http://www.frdny.org)). Fundraising Day in NY is America's largest one-day conference on Philanthropy. No-pay volunteers, which include room monitors and evaluations volunteers, will attend for free (admission typically costs \$370-\$420) and are assigned multiple tasks. For details, contact the volunteer coordinator, Eugenia Koukounas at: [ekoukounas@hotmail.com](mailto:ekoukounas@hotmail.com)

**The Brooklyn Arts Council**, a non-profit arts organization, seeks interns for an arts education publication project. Work under the supervision of a Barnard alumna at the BAC offices in DUMBO to assist with publication design and writing, selection of photographs, fact checks, printing and dissemination as well as outreach to educational community and adaptation for website and work cooperatively as a team member.

**DETAILS:** eRecruiting

## INTERNSHIPS

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

**MovieMaker Magazine** is currently accepting applications for its spring and summer 2008 internship programs in New York City. Applicants must possess superior communication skills—both written and verbal—and have an interest in movies and/or moviemaking. Basic Microsoft Office and Internet skills required; InDesign, Filemaker and HTML skills a plus.

**The New York State Democratic Party** seeks interns for summer 2008. Summer interns would help with preparation for the Democratic National Convention in Denver; campaign research and field work; volunteer training and management; fundraising and donor research; communications and web content creation.

**All My Children Writers' Office** is the perfect way to start your career in television in an office responsible for creating over 35 years of daytime drama. They are currently seeking hardworking college students to delve into the daytime soap opera writing world. This is a paid internship which provides interns the opportunity to support the daily process of a writing team which produces 250 scripts per year.

**IndiePix** seeks to fill an opening in summer '08 for their marketing internship program. IndiePix is a leading online film distribution company, providing marketing, publicity, and global distribution for a diverse, award-winning catalog of independent films from around the world. Located in midtown Manhattan, the intern will work closely with the marketing department.

**The William J. Clinton Foundation** offers full time summer internships in New York, NY, Little Rock, AR, and Quincy, MA. The Clinton Foundation advances their missions by using President Clinton's public and private networks to initiate research, dialogue, and action, with a focus on: Health Security, Economic Empowerment, Leadership Development and Citizen Service, Education, and Environmental Sustainability. Assist with activities such as communications, development, and scheduling. Modest compensation is provided on a need-basis.

**Kaufman Center** multi-arts center seeks a summer intern to assist in its busy Marketing and Communications department. The internship is an excellent opportunity for college students with a background and interest in music, performing arts, education, marketing and nonprofit and/or arts administration.

**Caav Legal Advocate** is a model early intervention program in the 25th Precinct in East Harlem. Advocates will offer legal advocacy to clients by assisting with filing orders of protection, obtaining copies of court documents, assisting with family court procedures and assisting with criminal investigation and trial preparation of the victim witness.

**Human Rights Watch LGBT** seeks an intern proficient in Turkish to assist with interviewing and other research for reporting and advocacy on human rights violations against LGBT people. Projects may include research, drafting documents, translating, and helping researchers prepare for missions. HRW internships also include opportunities to attend lectures, trainings, and special events relating to human rights.

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**Kelton Research** provides real-world public relations and research experience in a fun, dynamic environment for summer interns. They partner with some of the world's most respected brands and law firms in marketing research. Duties will include: helping in survey brainstorming, researching potential clients, proofreading and editing materials, analyzing data reports, and light administrative work.

**DCTV** is New York City's premiere resource for the low-budget independent digital filmmaker. Located in Chinatown/Tribeca, we serve a diverse community of amateur, developing, and professional filmmakers. The Internship Program allows people to work alongside DCTV's staff. Internships are available in development, it/post-production tech, member services, productions for hire, pro-TV, sales/distribution/archive and web/graphics.

**DETAILS:** eRecruiting

## CIVIC ENGAGEMENT

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See front page for details on the NYCCEP Closing Reception, New York Cares Orientation/Training, and the Manhattan Night Court Observation Trip.

**Looking for community service opportunities this summer?** Be sure to mark "community service" as a career preference in your profile on eRecruiting so that we can mail you with periodic service updates from affiliated programs in NYC!

## STUDENT EMPLOYMENT

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**Summer Payroll** The summer payroll officially begins on Saturday, 5/17 and ends Monday, 9/1. All academic year paperwork should be submitted by Friday, 5/16. The contracts and summer payroll schedules may be picked up at Career Development during contract hours which are updated weekly on our website. Just a reminder that students working more than 6 continuous hours, need to take at least a half-hour unpaid break.

**Priority Hiring** As the spring semester draws to a close, please keep in mind that seniors on financial aid are not typically eligible for Federal Work Study or Barnard College Job awards. Financial aid guidelines state that incoming students on financial aid are guaranteed on-campus jobs, and seniors are expected to seek employment off-campus. Many seniors work in internships or at other off-campus positions to make valuable connections for future employment, and Career Development is happy assist with this search. Please visit Career Development during daily drop-in hours or schedule an appointment with a counselor if you would like to discuss these options.

A limited number of seniors may choose to participate in the Spring Priority Selection process for specialized Barnard jobs. Contact your supervisors as soon as possible to get your name on the list. Your supervisor must submit names to Career Development by Monday, May 5<sup>th</sup>.

**Looking for a Job?** Make sure to check out eRecruiting on our website. All positions we receive are posted on-line. Check out the new position with the Barnard Pre-College Program for the spring and summer. The deadline is 3/31.

**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](mailto: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).

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**VISIT ERECRUITING** for great jobs, internships, calendar of events, and access to the Vault Career Library, Internships.com, and [www.Internships-USA.com](http://www.Internships-USA.com).

**USERNAME:** full Barnard email  
**INITIAL PASSWORD:** Barnard ID  
**ACCESS:** [www.barnard.edu/ocd](http://www.barnard.edu/ocd)  
**QUESTIONS:** stop by Career Development or call 854-2033

Visit the Career Development office to see Nausheen Akhter's, BC '05, photo essay "**Building a Country: A Look at the Garment and Construction Industries in Bangladesh**", currently on display outside the Career Development seminar room. After receiving a Fulbright fellowship in 2005 in economic development, Akhter spent a year in Bangladesh assessing the impact of the expiration of World Trade Organization regulations on the Bangladeshi garment industry. Her photos depict the everyday lives of female textile and construction workers as the country adjusts to new liberalized global trade.

## SENIORS/BEST

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**4/23, 4 PM** Career Development Seminar Room

### HOW TO FIND A JOB WORKSHOP

If you are a senior who is looking for full time employment after graduation and want useful tips on how to find meaningful work, this workshop is for you. Topics to be covered include: job searching resources other than eRecruiting/BarnardTrak; networking yourself into a position; and looking for positions outside of the Metro New York region.

**RSVP:** eRecruiting

**4/25, 12-4 PM** Vagelos Alumnae Center

### ALUMNAE AFFAIRS OPEN HOUSE FOR SENIORS

Stop by this Open House for graduating seniors to enjoy refreshments, get your alumnae card, register for the online directory, and learn about the benefits of being a Barnard alumna.

**RSVP:** eRecruiting

## FIRST-YEARS/SOPHOMORES/JUNIORS

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**4/23, 5 PM** Alfred Lerner Hall – Satow Room, 5th Floor

**MANY PATHS TO WALL STREET: An Intro to the Basics and What to Expect**  
Sponsored by Lehman Brothers. Dress: Casual

**5/9, 10 AM - 6 PM**

### WOMEN'S LEADERSHIP CAMP (First Years only)

Sponsored by Goldman Sachs  
Application deadline: 4/22

**DETAILS:** eRecruiting

**8/4 - 8/8**

### BROAD ADVANTAGE FOR UNDERGRADS: An immersion in the professional world

NEW YORK CITY FINANCE BOOT CAMP (for undergrads & recent graduates)  
Brought to you by 85 Broads (scholarships available).

**DETAILS:** [www.broadadvantage.com](http://www.broadadvantage.com)

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**4/25, 10 AM - 3 PM** NYU Wasserman Center for Career Development

### 212 4TH ANNUAL CAREER DAY AND RECRUITMENT FAIR

212 ([www.212nyc.org](http://www.212nyc.org)), New York's Interactive Advertising Club, cordially invites students to attend our one day fair, which will include networking sessions with industry professionals as well as helpful career panels. Panelists include representatives and recruiting specialists from OMD, Universal McCann, Carat, Yahoo, and Facebook. Hiring employees include publishers like Microsoft and NYTimes/About and interactive ad agencies like Ogilvy, Beyond Interaction and many others. For details, visit: [www.212nyc.org/events/1322.cfm](http://www.212nyc.org/events/1322.cfm)