

FACULTY & ADMINISTRATORS GUIDE

4 Key Services from the Center for Career Education

Regardless of the professions they wish to pursue, all graduate students are interested in building and advancing their careers. This guide highlights four key services from the Center for Career Education (CCE) to assist faculty and administrators. You may also refer your students to the "Professional Development" section of the GSAS website for a comprehensive list of career resources curated specifically for master's and doctoral candidates.



IN-CLASS RESOURCE PRESENTATION

Myth: *'Students can focus on the internship/job search after completing their thesis.'*

Notable Trends: For most students, the job and internship search takes 3-9 months. Too often students visit CCE in their last semester expressing tremendous time constraints and stress.

How Can CCE Help? We can help students begin the internship/job search process early. Faculty and administrators may request an in-class resource presentation in early Fall by writing to cce-gscd@columbia.edu. We will tailor the presentation to your students' needs.



PROFESSIONAL DEVELOPMENT SERVICES

Myth: *'The Center for Career Education is just for resume reviews and finance jobs.'*

Tailored Support: CCE sees more than 2,500 MA and PhD students per year for consultations; 98% of students say they would recommend CCE's services to their peers. Last year, we posted 36,287 job and internship opportunities, and the nonprofit sector has the most listings in our database year over year.

How Can CCE Help? We offer a wide range of services and programs including: Individual Consultation, Digital Resources, Career Workshops, Recruitment and Networking Events



RECRUITMENT & STUDENT PREPAREDNESS

Myth: *'Career fairs don't have companies students are interested in.'*

Recruitment Trends: Career fairs are no longer employers' main recruitment venue. A vast number of industries have altered their recruitment strategies beyond the traditional career fair format. Organizations are using cost-saving, high-impact recruitment strategies such as virtual events/screenings. Students are expected to articulate how their personal interests, skills, and values match the organization.

How Can CCE Help? There are on-campus and virtual opportunities where we connect students with employers, help them explore industries, and build knowledge of the latest recruitment tools. Visit cce.columbia.edu/events-calendar for more information.



COLUMBIA STUDENT & ALUMNI NETWORK

Myth: *'You don't need to network in certain industries.'*

Statistics: Up to 80% of jobs are found through networking, according to LinkedIn and PayScale.

How Can CCE Help? Alumni can volunteer as panelists, meet-up networkers, mock interviewers, site visit hosts, or writers. If you would like to recommend alumni, please email cce-alumni@columbia.edu.