

# 5 Easy Steps to Applying for a Job at Columbia University

## 1. Go Online to Search for Jobs

You may view the new CU online employment application system by going to [www.columbia.edu/cu/jobs/](http://www.columbia.edu/cu/jobs/) and clicking on "Jobs at Columbia". From this page, click on "Search Postings" near the top left corner. You can search current openings for regular full-time or part-time non-instructional positions at all Columbia University locations.

## 2. Create A Master Application

If you wish to apply for a job, you will choose a user name and password and enter key application information. *Be sure to write down your user name and password for future reference.*

This process takes on average 20 to 40 minutes to complete. You will use your application to apply for any jobs, without having to reenter the information each time you apply.

## 3. Apply for Specific Positions

You will be able to apply for any job for which you meet all the minimum stated qualifications. This process takes on average 5 to 10 minutes each time you apply.

## 4. Check the Status of Your Application

Use your user name and password to log on at any time and check the status of all your applications or to withdraw an application.

## 5. Log Out/Log In

Make sure to log out every time you leave the site. You will be able to log in again using your user name and password. To keep your personal data safe, the system will log you out automatically if there is no activity for fifteen minutes.

## Where to Access Jobs at Columbia

**Anywhere in the world:** Access Jobs at Columbia from any personal computer with internet access.

**Note:** Works with Netscape Version 4.7 or higher or Internet Explorer Version 5.5 or higher. Internet Explorer Version 6.0 is recommended. For Macintosh, works with Mozilla or Safari.

### On Columbia's campuses:

- Jobs at Columbia Center  
212 Lewisohn Hall  
116<sup>th</sup> Street and Broadway  
Open Mon–Thurs, 9:00 a.m.–11:00 a.m.  
**Note:** After September 30, 2004, please call 212-870-2425 for new location information
- Medical Center Human Resources  
650 West 168th Street, Room 112  
Open Mon–Fri, 9:00 a.m.–5:00 p.m.  
except Wed, open 9:00 a.m.–3:30 p.m.
- Kiosks throughout campuses (available to Columbia employees with valid IDs).

### In the Community:

- New York Public Libraries ([www.nypl.org](http://www.nypl.org))
- NY State Unemployment Offices ([www.nyc.gov/html/wia/html/career\\_centers.html](http://www.nyc.gov/html/wia/html/career_centers.html))
- Community Agencies
- Copy centers, coffee shops, and other locations with internet access.

## Columbia HR Offices

### Morningside Campus

475 Riverside Drive, Suite 1901  
New York, NY 10115  
[www.hr.columbia.edu/hr/](http://www.hr.columbia.edu/hr/)  
E-mail: [cmsjobs@columbia.edu](mailto:cmsjobs@columbia.edu)  
Phone: 212-870-2425

### Medical Center Campus

650 West 168th Street, Rm 112  
New York, NY 10032  
[www.cumc.columbia.edu/hs/hr](http://www.cumc.columbia.edu/hs/hr)  
E-mail: [cmcjobs@columbia.edu](mailto:cmcjobs@columbia.edu)  
Phone: 212-305-3819



# Jobs at Columbia

## A Guide to Columbia's Online Employment Application System



Columbia University is celebrating 250 years of excellence—and the best is yet to come!

<http://jobs.columbia.edu>

## About Working at Columbia University

Columbia University is committed to attracting, developing and retaining a highly qualified workforce to support our mission of excellence in education and research.

With 5,000 full-time officers of instruction and research and 8,000 full-time administrative staff, Columbia University is one of the largest employers in New York City.

For those of us who work at Columbia, there's more to the University than work. Columbia offers excellent employee benefits, and it is itself a center of learning and culture for its faculty and staff and the community, as well for as its students.

## About Applying to Columbia University

If you are interested in joining us, please visit <http://jobs.columbia.edu> at any time to view and apply for current non-instructional job openings at all Columbia University locations.

Please note the following:

- All applicants are now required to apply electronically in our Jobs at Columbia system.
- If you need help applying, please see the other side of this brochure for application steps and locations that can provide support.
- You **must** meet all minimum stated requirements to apply for a position.
- As required by federal law, you must be currently eligible to work in the United States to be considered for a position.

Columbia University is an equal opportunity/affirmative action employer.

## Campuses

### ***Morningside Heights***

116<sup>th</sup> Street & Broadway  
New York, New York

### ***Medical Center***

168<sup>th</sup> Street & Broadway  
New York, New York

### ***Lamont-Doherty Earth Observatory***

Palisades, New York

### ***Nevis Laboratories***

Irvington, New York

## Schools & Colleges

- School of Architecture, Planning and Preservation
- School of the Arts
- School of Arts & Sciences
- Columbia Business School
- Columbia College
- Continuing Education
- School of Dental & Oral Surgery
- The Fu Foundation of Engineering and Applied Science
- School of General Studies
- School of International and Public Affairs
- School of Journalism
- School of Law
- College of Physicians and Surgeons
- School of Nursing
- Mailman School of Public Health
- School of Social Work

## Columbia University Libraries

22 libraries containing 7.5 million printed volumes, 5.5 million microform units, 28 million manuscripts, and 500,000 rare books.

## Affiliated Institutions

Apply directly to the respective HR offices of the following institutions for current openings:

- Barnard College
- Teachers College
- Jewish Theological Seminary
- New York –Presbyterian Hospital
- Union Theological Seminary

## Administrative Departments

Columbia's administrative departments include positions in the following job families:

- Administrative Support
- Arts
- Athletics
- Communications
- Development/Alumni Relations
- Environmental Health/Radiation Safety
- Facilities/Maintenance
- Finance/Accounting
- Food Services
- General Administration
- Health
- Human Resources
- Libraries
- Legal
- Public & Community Affairs
- Public Safety
- Publications/Printing/Graphic Design
- Real Estate
- Research (Laboratory & Non- Laboratory)
- Student Affairs
- Technical/Information Technology