

THE OFFICE OF CAREER SERVICES
IN COLLABORATION WITH THE MASTERS OF PUBLIC
POLICY AND ADMINISTRATION PROGRAM
SCHOOL OF INTERNATIONAL AND PUBLIC AFFAIRS
COLUMBIA UNIVERSITY
SPRING 2001

CAREER INFORMATION PACKET

**Master of Public Policy and
Administration (MPA)**

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The MPA degree is an extremely flexible professional degree. MPA graduates find work in government agencies, non-profit organizations and private companies, working on issues ranging from inner-city development to health care to public finance.

I. MPA concentrations:

Advanced management techniques offer students a deeper understanding of the techniques of management. There is no defined career path for students who concentrate on learning about management techniques. Graduates with the Advanced Management Techniques concentration have worked in non-profit management, management consulting firms as well as in public finance.

Advanced policy analysis provides students with sophisticated tools for policy analysis. Since tools for policy analysis are sought in virtually all areas, graduates with this concentration have a great deal of flexibility in career development. Graduates tend to work in budgetary positions including those in government agencies such as the General Accounting Office, Office of Management and Budget and city councils.

Education policy provides the tools for the management and analysis of education policy. In recent years, in addition to teaching or education policy analysis, graduates have found opportunities with private and non-profit firms such as KPMG Peat Marwick and the Commission For Education Foundation.

Environmental policy allows students to focus on both pollution prevention and reduction. Graduates of this concentration have worked with government agencies such as the Environmental Protection Agency or private environmental consulting firms.

Gender policy provides students with an understanding on policies that affect the social, political, legal and economic status of women. Graduates of this concentration have gone into fields of teaching and consulting.

Health policy offers graduates the opportunities to work in government organizations that deal with health care issues such as the New York City Council and Health Human Services, as well as private firms such as Deloitte & Touche and Oxford Health Plans.

International affairs policy offers students the opportunity to work on issues of regional concern or focus on functional concentrations such as human rights, economic development and international finance and banking. Employers of graduates include the Ford Foundation and the World Bank.

International energy management and policy provides students a thorough understanding of energy industry fundamentals through course options that study such areas as energy project finance, energy markets and trading, the geopolitics of oil, marine transportation in addition to others.

Law and public policy offers students the opportunity to concentrate on the legal aspects of policy formulation. Students in this concentration are often enrolled in a joint degree program with the School of Law.

Science and technology policy helps prepare students for careers in government, NGOs, and international organizations that deal with intellectual property rights and innovation, the role of technology in economic and social development, international technology transfer, environment technology diffusion and the other similar issues.

Social services and welfare policy offers students the opportunity to work on issues ranging from poverty and homelessness to other issues related to disadvantaged groups. Employers in the past have included Homes for Homeless and the World Bank.

Urban policy offers graduates the opportunities to work on urban development issues as well as city planning projects in agencies such as the New York City Economic Development Corporation or DIME Savings Bank.

Media and Communication offers graduates the opportunity to work in national and international public relations firms, financial news, international journalism, and emerging communication technologies. Recent recruiters have included Burson-Marsteller, CBS News, Porter Novelli, TSI Communications, Citigroup E-Citi, Global Information Network, and International Womens' Tribune Centre.

II. Employer Categories

A. Government

1. Federal

Working in the federal government provides the opportunity to work on the most up-to-date policy issues, and to get involved in projects and activities that are well funded and often moving quickly. This is where policy is made. Public sector employment can also be an excellent source of experience for, and stepping stone to, the private sector.

2. State & Local

States carry out policies mandated by federal agencies as well as develop and implement their own policies and programs.

At the local (i.e., town, city or county) level, jurisdictions vary, but activities usually involve implementation of federal and state policies, in addition to developing special, unique legislation particular to these specific localities. In many instances, working on the local level provides an opportunity to interact directly with the public, for example, as a parks administrator or a city official attending town board meetings that set water rates.

3. Non-US Government

MPA students who are citizens of countries other than the U.S. have considerable opportunities in working for their national governments. In general, the recommended background and skills are the same as those working for U.S. government agencies.

B. International Organizations

This category includes multilateral agencies, such as the World Bank, regional development banks, world trade organizations and United Nations agencies, such as the United Nations Environment Program (UNEP), the United Nations Development Program (UNDP), and the Commission for Sustainable Development. In general, opportunities in international organizations range from policy development, program implementation, to capacity building and technical analysis. Recommended skills include speaking a language other than English, having experience in program development and management, especially in developing countries and writing and computer skills.

Full-time employment with UN agencies is scarce. Word of mouth is the best way to hear about positions—either through an internship or personal contacts. The World Bank recruits annually for its highly competitive Young Professional Program, half of which are Ph.D. students; further information is available at the OCS Resource Center or from the World Bank directly.

1. Non-Profit

Nonprofit organizations are often on the cutting edge of policy development. These organizations can generate and test new ideas more readily than many alternative organizations. Most operate with similar policy or action tools, seeking to educate or influence public opinion.

2. NGOs (non-governmental organizations)

Many of the largest organizations run programs in different countries on a host of international and national issues. The employer files at OCS have more detailed information about these organizations. Employment opportunities with NGOs are listed in several publications, including *International Employment Career Opportunities*, *Environmental Career Opportunities* and *Monday Development* on reserve in room 1408. For international NGOs, the recommended background includes fluency in a second language and approximately one to two years of prior work experience in a developing country.

Both U.S. and non-U.S. NGOs can have a national or local focus. In general, the smaller the organization, the more difficult the employment possibilities. On the other hand, small nonprofits are a good place for new employees with relatively little experience to receive major responsibilities quickly. Such organizations tend to be dynamic and entrepreneurial. A good place to start research employment opportunities in U.S.-based organizations is *InterAction Member Profiles*, available at OCS. It is more difficult to locate information on foreign NGOs. One tactic is to search by region, using resources such as the regional institutes, and field offices of international NGOs or the Chamber of Commerce for a particular geographic region.

3. Foundations

Although foundation positions are often more of a mid-career option, program assistant or assistant program officer positions are possibilities for new graduates. Foundation work involves reading proposals, visiting prospective grantees, making judgments about which grants to make, and monitoring grants already in place. A small number of foundations offer fellowship or program assistant programs. The Ford Foundation recruits sixteen program assistants every two years, and the Rockefeller Foundation offers a one-year fellowship, the Warren Weaver Fellows Program. The Foundation Center (79 Fifth Avenue, New York) has extensive resources and is the best place to start foundation research.

4. Think Tanks/Research Institutes

Non-profit research organizations, such as the World Resources Institute and World Watch, offer a small number of entry-level positions as research assistants or associates to recent graduates. Some institutions focus on a particular region, while others focus on specific issues. Successful applicants combine strong research, writing and intellectual skills with demonstrated ability or expertise on particular topics (e.g. biodiversity), regional areas (e.g. Africa) or general issues (e.g. environmental economics).

D. Business

Students looking for jobs in the private sector need to tailor their search to the skill set they can bring to the job market. Opportunities include, but are not limited to working for private companies in public finance and public affairs.

E. Consulting

Policy consulting is often a better “fit” for MPA students, as many consulting firms require more of a technical or business-oriented background than many MPA students have. Small consulting firms are often responsible for a wide range of technical areas, and there can be more variability in workload. Large firms tend to have specialized departments.

Specific skills for consulting include accounting, project feasibility studies, knowledge of privatization policy, financial markets development, cost-benefit analysis, economic analysis, and project/country analysis.

F. Media and Communication

Graduates look for opportunities to work in national and international public relations firms, financial news, international journalism, and emerging communication technologies. Recent recruiters have included Burson-Marsteller, CBS News, Porter Novelli, TSI Communications, Citigroup E-Citi, Global Information Network, and International Womens' Tribune Centre.

III. Academic Development

1. Suggestions

- Your course work should depend on your concentration. In general, take as many skills classes as possible: writing, data management, computer-related courses, cost-benefit analysis and project management.
- In addition to MPA courses, look into MIA courses, the Business School, Law, Public Health, Urban Planning, and the Department of Earth and Environmental Science for specific skills courses and key electives.
- Build a strong relationship with one or two professors. (Besides the learning experience, you might need a recommendation in the future.)
- Shop for your classes: Speak to professors before the class begins. Read syllabi. Visit a class two or three times. Look at the readings. Speak to second year students who have taken the course. Read course evaluations. Ask yourself why you are taking the class and what you hope to learn from it.
- Don't be afraid to register for the maximum number of credits each semester and drop a class or two when you've found the classes that best suit your needs.
- Be alert for courses offered by ASICS in computer skills.

2. Faculty, Staff and relevant classes

You are able to view this information at the SIPA home page: www.sipa.columbia.edu

International Affairs Policy

For a complete listing of course, you should consult the MIA Bulletin Supplement. To complete this concentration, students should model their programs after either the MIA core curriculum, or a regional or functional concentration.

Core Curriculum

- International Politics
- Foreign, historical, political, and social processes
- Foreign Policy
- International Policy Analysis and Management
- International Economics

Regional Concentrations

- Latin American and Iberian Studies
- Former Soviet Union
- Southern Asia
- East Asia
- Africa
- Western Europe
- East Central Europe
- Middle East

Functional Concentrations:

- Economic and Political Development
- International Security Policy
- Human Rights/International Law
- International Political Economy
- International Business
- International Finance and Banking
- International Media and Communications

Instructor	Department	Course Title
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Green	Anthro.	Issues in Development
Dirks	Anthro.	History of Modern South Asia
Kendall	Anthro.	Korean Society
Skinner	Anthro.	African People in the World System
Sharp	Anthro.	Africa and the Politics of Culture
Green	Anthro.	Crossing Borders: Transnational Capitals, Communities & Cultures
Malaquais	Architecture	Building Traditions in Sub-Saharan Africa
Leonard	Economics	Economic Development
Riskin	Economics	Organization/Development of China
O'Cleireacain	Economics	Economics of European Integration
McCarthy/Martin	Education	Education Planning - International Educ Development
Mische	Education	Security Issues in Nuclear Age
Niraula	Education	Collq: International Education & U.N.
Bond	Education	Topics: Rights/Rituals-Afr. & Diasp
Malefakis	History	European Politics and Society, 1914-45
deGrazia	History	European Politics and Society Since 1945
Armitage	History	Britain and the World, 1453-1707
Von Hagen	History	The Rise and Fall of the Soviet Union
Haddad	History	History of the Modern Middle East
Tiersten	History	The Politics of Leisure in Modern Europe
Crubaugh	History	Western European Social History, 1700-1900
Lufrano	History	Images of China and America
Stanislawski	History	History of the State of Israel, 1948-Present
Armstrong	History	Nation, Race and Empire in East Asia
Jalal	History	South Asia in the 20 th Century
Haimson	History	The Russian Revolution of 1917
Patriaca	History	Modern Italy
Haddad	History	History of the Modern Middle East
Stephanson	History	U.S. Foreign Relations, 1890-1970
Piccato	History	History of Latin American Civilization II
Zelin	History	History of Modern China II
Wright	History	History of East Africa, 1850-Present
Armstrong	History	Colloquium on Modern Korean History
Trindade	INAF	Inter-American System of Human Rights Protection
Rizvi	INAF	International Politics of South Asia
Stromseth	INAF	Indochina in Transition
Gould	INAF	Seminar: Ethical Issues In Int'l Affairs
Raddock	INAF	Int'l Corporate Political Risk Assessment (1 point)
Stark	INAF	Economic Transformations in New Democracies
Ramcharan	INAF	Int'l Protection of Minorities
Cruz	INAF	Comparative Democratization
Cruz	INAF	Political Economy of Latin America
Kornbluh	INAF	U.S. Foreign Policy in Latin America
Chaudhuri	INAF	Economic Development for International Affairs
Janow	INAF	U.S. Foreign & Economic Trade Policy
Williams	INAF	South China, Taiwan & Hong Kong
Seznec	INAF	Financial Markets of Arabian Gulf
Collins	INAF	Low Intensity Conflict
Bartoli	INAF	Int'l Conflict Resolution II
Sigal	INAF	Politics of US Foreign Policy Making
Rothkopf	INAF	Seminar: Fault Line Issues in US - Emerging Markets Relations

Rosenthal	INAF	European Community & Challenge - 1990
Shulman	INAF	The Western Way of War
Sick	INAF	US Foreign Policy - Persian Gulf
Heller	INAF	Micro Level Development
Fraga/Johnson	INAF	Implications of Economic Development & Public Policy
Rubin	INAF	Challenges of Entrepreneur-Transfer Economics
Lathem	INAF	Human Rights and Foreign Policy
Clark	INAF	Small Enterprise Development
Zimmerman	INAF	New Natl: The Yugoslav Paradigm
Micgiel	INAF	Pol/Soc in Post-Rev E. Cent Europe
Mehan	INAF	Committee for the 21 st Century: Role of the United Nations
Marks	INAF	Law and Politics of the UN
Stromseth	INAF	Seminar: International Politics of Southeast Asia
Decker	INAF	Corporate Strategy - Global Business Environment
Rubin	INAF	Seminar: Privatization in Eastern Europe & Former Soviet Union
Weinberger	INAF	Peacemaking and Peacekeeping: Middle East in Comparative Persp.
Sheth	INAF	Emerging Markets in South Asia
Marks	INAF	Preventive Diplomacy and Conflict Resolution: UN Cases
Patrick	Business	Pacific Basin Economic Relations
Wang	Business	Seminar: Chinese International Business Relations
Parnsworth	Law	International Trade Contracts
M. Young/Owada	Law	Japanese Law and Legal Institutions
Trindade	Law	Recent Development in the International Protection of Human Rights
Dyuzheva	Law	Russian Civil Law
Barenberg	Law	Seminar: Comparative and International Labor Law
Roh	Law	Seminar: Contemporary Issues in Korean Business Law
Guttentag/Ruthizer	Law	Seminar: Current Problems in Immigration Policy
Lee	Law	Seminar: Law & Current Problems of the United Nations
Gardner	Law	Seminar: Legal Aspects of US Foreign Economic Policy
Schachter	Law	Seminar: Theory and Practice in International Law
Johnson	POLS	European Political Development
Heydemann	POLS	Politics in Middle East and North Africa
Solnick	POLS	States and Markets in Eurasia
Solnick	POLS	Federalism and Regionalism in Comparative Perspective
Kim	POLS	Korean Politics
Markovitz	POLS	Contemporary African Politics
Kesselman	POLS	Issues & Methods in Comparative Politics I
Chalmers	POLS	Latin American Politics in Comparative Perspective
Heydemann	POLS	Political Economy of the Middle East
Bernstein	POLS	Chinese Politics in Comparative Perspective
Lukauskas	POLS	Current Issues in International Monetary Systems
Jervis/Legvold	POLS	New Perspectives on the Cold War
Betts	POLS	The Making of US Foreign Policy
Shilling	POLS	Weapons, Strategy and War
Zagoria	POLS	Asia in World Politics
Nathan	POLS	Chinese Foreign Policy
Gilligan	POLS	Colloquium on International Political Economy
Levy	POLS	Colloquium on Causes of War

Law and Public Policy

Instructor	Department	Course Title
Trindade	INAF	Inter-American System of Human Rights Protection
Ramcharan	INAF	International Protection of Minorities
Manning	Law	Administrative Law
Crenshaw	Law	Advanced Constitutional Law: Topics in Equal Protection
Goldschmid	Law	Antitrust and Trade Regulation
Narasimhan	Law	Commercial Transactions
Korn	Law	Conflicts of Laws
Ginsburg	Law	Copyright Law
B. Black	Law	Corporate Finance
Roe	Law	Corporate Reorganization & Bankruptcy
Lynch	Law	Criminal Adjudication
Livingston	Law	Criminal Investigations
Jones	Law	Defamation, Privacy & Personal Affront
Chirelstein	Law	Federal Income Taxation
Greenwalt	Law	Ideas of the First Amendment
Parnsworth	Law	International Trade Contracts
M. Young./Owada	Law	Japanese Law and Legal Institutions
Barenberg	Law	Labor Law
Briffault	Law	Law of Politics and Elections
Trindade	Law	Recent Developments in International Protection of Human Rights
B. Black	Law	Securities and Capital Markets Regulations
C. Black	Law	Selected Topics in Constitutional Law
Briffault	Law	State and Local Government Law
Pomp	Law	State and Local Taxation
Barenberg	Law	Seminar: Comparative and Int'l Labor Law
Kasdan	Law	Seminar: Computer and Law
Roh	Law	Seminar: Contemporary Issues in Korean Business Law
Rapaczyski	Law	Seminar: Corporate Governance East and West
Guttentag/Ruthizer	Law	Seminar: Current Problems in Immigration Policy
Leidoldt	Law	Seminar: Domestic Violence & the Law
Rosenthal	Law	Seminar: Drafting Legal Instruments
Grad/Riesel	Law	Seminar: Environmental Litigation
J. Liebman	Law	Seminar: Equal Protection
Gerrard	Law	Seminar: Hazardous Waste Law
Grad	Law	Seminar: Legislative Development of Law
Kaden	Law	Seminar: Negotiation & Conflict Resolution
Genty	Law	Seminar: Prisoners' Rights
Shaw	Law	Seminar: Race and Poverty Law
Schachter	Law	Seminar: Theory and Practice in Int'l Law
Scherer	Planning	Planning Law
Ely	PAAF	Gender, Race & Sexual Identity in the Workplace

Social Services and Welfare Policy

Instructor	Department	Course Title
Lieberman	PAAF	The American Welfare State
Spilerman	PAAF	Research Practicum in Poverty and Public Policy
Hancock	Journal	Seminar: Covering Children's Issue
Genty	Law	Seminar: Race and Poverty Law
Ruggie	Sociology	Comparative Welfare States

Spilerman	Sociology	Wealth, Poverty ... Living Standards
Waldfoegel	SOCW	Seminar in Social Policy Practice
Cloward/Cotton	SOCW	Social Welfare Policy
Kammerman	SOCW	Women & Social Policy
Meyers	SOCW	Social Planning
Martin	SOCW	Social Administration
Kunz	SOCW	Seminar in Social Policy Analysis

Urban Policy

Instructor	Department	Course Title
Bentel	Architecture	American Architecture & Urbanism Before 1876
Stern	Architecture	American Architecture: 1876-1976
Breslin	Architecture	Seminar: Urban Fare: A Private Reading of Public Spaces
Leonard	Economics	Economic Development
Sagalyn	FINC	Advanced Seminar in Real Estate
Berger/Goldstock	Law	Seminar: Organized Crime Control
Livingston	Law	Seminar: Policing
Vasgrid	PUBH	NYC Dept-Hlth: Managing Urban Health
Sassen	Planning	Urban Labor Markets
Lee	Planning	Planning Research & Evaluation Methods
Yaro	Planning	New Patterns of Metropolitan Development
Marcuse	Planning	Theory of Urban Development
Scherer	Planning	Planning Law
Grava	Planning	The Planning Process
Schuman	Planning	Seminar in Housing Policy
Coleman	Planning	National Housing Policy
Jeffries	Planning	Race and Ethnicity in the City
Dinkins	PUIAF	Practical Problems in Urban Politics
Spilerman	PUIAF	Research Practicum in Poverty and Public Policy

C. Campus Organizations

Environmental Policy

You may refer to the EPS home page for up to date information:
<http://www.columbia.edu/cu/sipa/FUNC/EPS/index.html>

Department of Earth and Environment Science
 560 Schermerhorn, Columbia University
 212-854-4525

Center for Environmental Research and Conservation (CERC)
 119 Amsterdam Avenue
 New York, NY 10027
 212-854-8186
www.cerc.columbia.edu

Gender Policy

Women in Public and International Affairs (WPIA)
 School of International and Public Affairs
 420 West 118th Street
 New York, NY 10029

International Affairs Policy

Columbia East Asian Review
401 Alfred Lerner Hall
Mail Code #2602
New York, NY 10027
cear@columbia.edu
www.columbia.edu/cu/cear

Journal of International Affairs
School of International and Public Affairs
420 West 118th Street
New York, NY 10027
www.jia.sipa.columbia.edu

Law and Public Policy
Society for Law, Science and Technology
Columbia University School of Law
435 West 116th Street
New York, NY 10027
www.columbia.edu/cu/slst

Student Legal Action Network
<http://www.columbia.edu/cu/slan>

IV. Professional Development

- Take *Professional Development* in the first semester if possible – definitely in one’s first year.
- Do at least one or two informational interviews each month. Most jobs and internships are discovered this way. The Alumni Career Advisory directory is a good place to start. It can be found in OCS or online.
- Maintain contacts by sending them the occasional interesting article or letter.
- Buy a Rolodex...and fill it.
- Do at least two professionally relevant internships.
- Ask second-year students and alumni about summer jobs and internships.
- Go to all relevant career conferences and forums, both for information and to meet people.
- Begin looking for a summer internship in your regional and functional area early in your first year. The OCS Field Work Abroad directory should be used as a supplement to your search, rather than as the primary resource for internships.
- Participate in extra-curricular activities: plan brown bags or panels, attend conferences, be active in your concentration.
- Make sure that professors and OCS staff are aware of your interests and career goals; they can keep you in mind if they hear of jobs or internships in your field.

V. Resources

[* denotes job listing]

A. Print resources available at OCS

CAREER DEVELOPMENT (BLUE DOTS)

CD-03	Career Satisfaction and Success
CD-05	Career Shifting Starting Over in a Changing Economy
CD-07	Case Interview Guide Book

CD-09	Case Library
CD-10	The Complete Job Search Handbook
CD-15	The Complete Guide to Consulting Contracts
CD-23	The Curriculum Vitae Handbook
CD-25	The Economist - A Survey of Management Consultancy
CD-30	The 100 Best Companies for Gay Men and Lesbians
CD-33	What Color Is Your Parachute?
CD-36	Job Search Networking
CD-36.5	Job Seekers Guide To Executive Recruiters
CD-37	Job Strategies for People with Disabilities
CD-40	Knock 'Em Dead: The Ultimate Job-Seekers Handbook
CD-65	Outside the Ivory Tower: A Guide for Academics Considering Alternative Careers
CD-66	Rekindling Commitment
CD-66(2)	Straight Jobs, Gay Lives
CD-67	Sweaty Palms: The Neglected Art of Being Interviewed
CD-70	Three Boxes of Life & How to Get Out of Them
CD-77	Using the Internet in Your Job Search
CD-81	Writing for Business Results

CAREER FIELDS (RED DOTS)

Business

CF/BU-30	Careers in Business
CF/BU-31	Employment Guide for International Careers
CF/BU-33	Harvard Business School Career Guide - Finance
CF/BU-34	Harvard Business School Career Guide - Management Consulting
CF/BU-40	Harvard College Guide to Investment Banking
CF/BU-50	The International Consultant
CF/BU-80	VGM's Handbook of Business Management Careers

Environmental

CF/EN-22	Careers for Environmental Types
CF/EN-26	EnviroDirectory New England
CF/EN-30	The Environmental Career Guide
CF/EN-32	Good, Green Jobs: How Business is Putting the Environment to Work for California
CF/EN-35	The New Complete Guide to Environmental Careers

Government

CF/GO-07	The Complete Guide to Finding Jobs in Government
CF/GO-40	Excellence in Government
CF/GO-60	Harvard College Guide to Careers in Government & Politics
CF/GO-70	Study Guide to the Foreign Service Officer Written Examination & Assessment Procedure
CF/GO-80	Find a Federal Job Fast! How to Cut the Red Tape and Get Hired

International Organizations

CF/IO-05	Basic Facts About the United Nations
CF/IO-10	Charter of the UN
CF/IO-80	The UN in Development
CF/IO-85	To Touch the World - The Peace Corps Experience

Media & Communication

CF/MC-05	The Determined Person's Guide to Getting a Job in Advertising
CF/MC-20	Careers in Media: Articles & Information
CF/MC-50	The Harvard Guide to Careers in Mass Media

CF/MC-60 International Freelancers Handbook

Miscellaneous

CF/MS-05 An Alternative Directory of Nongovernmental Organizations In South Asia
CF/MS-10 The Complete Guide to International Jobs and Careers
CF/MS-20 Georgetown University's Careers in International Affairs
CF/MS-30 Guide to Careers, Internships & Graduate Education in Peace Studies
CF/MS-32 Guide to Careers in World Affairs
CF/MS-50 International Careers where to find them how to build them
CF/MS-70 Looking for Employment in Foreign Countries
CF/MS-85 The Post-Soviet Handbook
CF/MS-90 The Overseas List

Nonprofit

CF/NP-10 Career Opportunities in International Development in Washington D.C.
CF/NP-30 Careers for Dreamers & Doers - A Guide to Management Careers in the Non-Profit Sector
CF/NP-50 Doing Well by Doing Good
CF/NP-65 Great Careers, The Fourth of July Guide to Careers, Internships and Volunteer Opportunities
CF/NP-65.5 International Directory of Voluntary Work
CF/NP-66 Jobs and Careers with Nonprofit Organizations
CF/NP-67 Promoting Awareness of Careers in the Nonprofit Sector
CF/NP-70 The Careful Contributor's Guide to Smart Giving in Oregon and Beyond

DIRECTORIES-INTERNATIONAL BANKING/BUSINESS (YELLOW DOTS)

Banking

DIR/BK-60 The World Bank Group Directory

Business

DIR/BU-04 Directory of American Firms Operating in Foreign Countries (3 volume set)
DIR/BU-10 Directory of Members - The Association of Management Consulting Firms
DIR/BU-30 The International Corporate 1000
DIR/BU-80 Thompson Bank Directory (2 volumes)

DIRECTORIES-EDUCATION (GREEN DOTS)

DIR/ED-20 Fellowships, Scholarships and Related Opportunities in International Affairs
DIR/ED-40 Guide to Education in Science, Engineering & Public Policy
DIR/ED-45 Information on International Education
DIR/ED-50 International Exchange Locator: A Guide to US-based Exchange Organizations, Federal Agen.
DIR/ED-60 Peterson's Financial Resources for International Study
DIR/ED-65 SIPA - Directory of External Fellowship Opportunities

DIRECTORIES-GEOGRAPHIC (BLUE/RED DOTS)

DIR/GE-10 The Atlanta Job Bank
DIR/GE-15 The Boston Job Bank
DIR/GE-16 Channels: A Guide to Third Sector Projects, Organizations and Work Opportunities in the NIS
DIR/GE-20 The Chicago Job Bank

DIR/GE-23	Free Money for Foreign Study
DIR/GE-25	How to Find a Good Job in Seattle
DIR/GE-32	How to get a Job in the Pacific Rim
DIR/GE-43	How to Find a Good Job in Seattle
DIR/GE-46	The Los Angeles Job Bank
DIR/GE-50	The New York Job Bank
DIR/GE-56	Opportunities in Grassroots Development in California
DIR/GE-57	Pacific Northwest Job Seekers Sourcebook
DIR/GE-60	The Philadelphia Job Bank
DIR/GE-65	The San Francisco Bay Area Job Bank
DIR/GE-70	How to get a Job in Seattle/Portland
DIR/GE-71	Tools of the Trade: A Directory of Int'l Trade Organizations in Washington State
DIR/GE-72	Southeast Asia Rainforests: A Resource Guide & Directory
DIR/GE-75	Washington: A Comprehensive Directory of the Key Institutions & Leaders...
DIR/GE-80	Women's Organizations: A New York City Directory
DIR/GE-85	World Affairs Organizations in Northern California
DIR/GE-87	Middle East Organizations in Washington, DC

DIRECTORIES-GOVERNMENT (ORANGE DOTS)

DIR/GL-30	The Green Book, The Official Directory of The City of New York
DIR/GF-35	OMB Information Book
DIR/GL-48	Organization Charts of New York City Agencies
DIR/GS-60	The New York State Directory
DIR/GS-70	United States Environmental Protection Agency Headquarters Telephone Directory

DIRECTORIES-INTERNSHIP (YELLOW/ORANGE DOTS)

DIR/IN-10	The Access Guide to International Affairs Internships: Washington, DC
DIR/IN-12	The Big Green Internship Book - Internships & Summer Jobs for the Environment
DIR/IN-15	The Congressional Internship Book
DIR/IN-20	A Handbook for Creating Your Own Internship In International Development
DIR/IN-42	Internships for Foreigners in the British Parliament
DIR/IN-44	Internships in Foreign and Defense Policy
DIR/IN-50	Opportunities for Research and Study In History, Art and Science (Smithsonian Institution)
DIR/IN-60	Peterson's Internships
DIR/IN-70	Preparing to Lead - PLEN (Public Leadership Education Network)
DIR/IN-80	The Student's Guide to Northern California Internships & Part-time Employment
DIR/IN-90	UNA-USA Internships & Careers In International Affairs

DIRECTORIES-MEDIA (YELLOW DOTS)

DIR/MC-10	Advertising Career Directory
DIR/MC-20	Editor & Publisher International Yearbook Part 1
DIR/MC-25	Editor & Publisher International Yearbook Part 2
DIR/MC-70	Public Relations Career Directory

DIRECTORIES-MISC. (TAN DOTS)

DIR/MS-20	APSIA - Career Officers' Employer Development & Alumni Outreach Report London, UK
DIR/MS-35	Directory of Pollution Prevention in Higher Education
DIR/MS-45	Hispanic Americans Information Directory
DIR/MS-47	Information Directory of the Former Soviet Union (compilation of various resources)
DIR/MS-54	Jobs Opp The Environment
DIR/MS-55	National Directory of Corporate and Public Affairs
DIR/MS-56	National Directory of Corporate and Public Affairs
DIR/MS-57	National Women of Color Organizations
DIR/MS-60	National Trade and Professional Associations of the United States
DIR/MS-61	References & Resources in Teacher's College Career Services Center Library
DIR/MS-66	United Nations Development Program - Contact Information
DIR/MS-67	United Nations - Informational Packet
DIR/MS-75	Free Money for Graduate School
DIR/MS-75	Women's Organizations-Pamphlets, Magazines, Newsletters

DIRECTORIES-NONPROFIT, DEVELOPMENT & FOUNDATIONS (BLACK DOTS)

DIR/NP-02	The ACCESS Resource Guide-An International Directory of Information on War, Peace & Security
DIR/NP-04	Alternatives to the Peace Corps-Gaining Third World Experience
DIR/NP-06	CARE: Latin America/East Africa/Southern and Western Africa Regional Briefing Packets
DIR/NP-10	Career Opportunities in International Development in Washington
DIR/NP-30	The Foundation Directory
DIR/NP-35	Human Rights Internet Reporter-Master List
DIR/NP-40	InterAction Member Profiles
DIR/NP-42	Directory of Organizations
DIR/NP-50	The Job Seekers Guide to Opportunities in Natural Resource Management...
DIR/NP-55	NWO A Directory of National Women's Organizations
DIR/NP-56	UNDP Country Field Offices
DIR/NP-58	UN NGLS Implementing Agenda 21 (NGO experiences from around the world)
DIR/NP-62	UN NGLS Handbook (for NGOs of UN agencies, programs and funds)
DIR/NP-65	Voluntary Foreign Aid Programs
DIR/NP-66	Volunteer Work
DIR/NP-72	The IMF & World Bank

NEWSLETTER SUBSCRIPTIONS

See black binder in Rm. 1408

ANHD - The Weekly Reader
Community Jobs
Current Jobs International
Environmental Career Opportunities
Environmental Career Worlds
Federal Career Opportunities
ICMA Newsletter
International Career Employment Opportunities
J.O.B. (Job Opportunities Bulletin)
Monday Developments
NAFSA - Job Registry (See Black Job Binder)

MAGAZINE SUBSCRIPTIONS

See magazine racks in Resource Room

Business Week
The Economist
World Trade
Working Woman

B. Electronic resources: annotated Web sites

OCS Home Page: <http://www.columbia.edu/cu/sipa/OCS/> (need password for access)

*****Public Sector*****

Association for Public Policy Analysis and Management (APPAM): www.appam.org

Department for International Development: www.dfid.gov.uk

Federal Reserve Bank of NY: www.newyorkfed.org

MTA/NYC Transit: www.MTA.NYC.NY.US

NYS Civil Service: www.cs.state.ny.us

NYS Department of Health: www.health.state.ny.us

US Environmental Protection Agency: www.epa.gov

US Office of Personnel Management: www.usajobs.opm.gov/a.htm

*****Private Sector*****

Asia-Net Job Listing: www.asia-net.com

Bloomberg: www.bloomberg.com

European Bank for Reconstruction and Development: www.ebrd.com

Monster Board International: <http://international.monster.com>

Jobseeker Website: www.myjobsearch.com

Pasona (Executive Recruiter-Japan): www.pasonaworld.com

Wetfeet Press: www.wetfeet.com

****Nonprofit Sector****

American Friend's Service Committee: www.afsc.org

Chronicle of Higher Education: www.chronicle.com

ConflictWeb (Conflict Resolution): www.usaid.gov/regions/afr/conflictweb

Ford Foundation www.fordfound.org

Foundation Center: www.foundationcenter.org

Global Recruitment Specialists (International Development Search Firm):
www.members.home.net/grs.shields

International Rescue Committee: www.intrescom.org

New York Regional Association of Grantmakers (NYRAG): www.nyrag.org

Opportunity NOCS: www.opportunitynocs.org

Professionals for Nonprofits, Inc. (non-profit staffing agency):
www.nonprofit-staffing.com

Pan American Health Organization: www.paho.org

The Nature Conservancy: www.tnc.org

World Wildlife Fund: www.worldwildlife.org
Charity Channel: charitychannel.com/careersearch/

Access, Nonprofit Jobs Clearinghouse: www.communityjobs.org

Chronicle of Philanthropy: www.philanthropy.com/job.dir

Goodworks Job Search: www.essential.org/goodworks/jobs

Idealist: www.idealists.org

Nonprofit Career Network: www.nonprofitcareer.com

Philanthropy News Network Online: www.pnnonline.org

Community Care Center: www.nonprofitjobs.org

The Nonprofit Times: www.nptimes.com

Environmental Web sites

*<http://caster.ssw.upenn.edu/~restes/praxis.html>

A comprehensive listing of development information in all fields, focusing particularly on social work, as well as current news and relevant web sites.

EPS homepage: <http://www.columbia.edu/cu/sipa/FUNC/EPS/index.html>

*<http://www.eco.org>

The Environmental Careers Organization (ECO) is a national, non-profit, educational organization dedicated to the development of environmental careers through placement, career planning, products and research. This is an excellent source for environmental jobs. It offers environmental placement services mainly through paid internships, an environmental career publications list, a list of hot “websites” that are both general and environmentally-related to assist with job searches.

***<http://envirolink.netforchange.com>**

This is a section of the envirolink homepage. It provides environmental services through its library resources. Through its search link you can look through their “local search engine” for environmental information. It offers an environews section as well. A better section to look up would be http://envirolink.org/Envirolink_Library/ This section allows you to search information through the categories of air, water, fire, flora and fauna and earth. A useful tool.

***<http://enviroworld.com/Classifieds/natEclassifieds.html>**

Environmental classifieds that list mostly technical positions, but some policy-oriented jobs as well. There is a huge variance in companies/institutions that are hiring here – from the World Wildlife Fund to obscure state-level jobs.

***<http://ourworld.compuserve.com/homepages/ubikk/env5.htm#job9>**

Environmental jobs description page.

***<http://www.epa.gov/>**

This is the homepage for the U.S. Environmental Protection Agency (EPA). It provides information about the EPA, their office locations, programs and initiatives, EPA news and events, publications, legislation and how to find EPA info through libraries, hotlines and information locators. It also offers other Internet resource options. It has an updated list of currently available job openings within EPA throughout the U.S.

***<http://www.greenpeace.org>.**

If you want to work for Greenpeace’s USA office, check this site.

***<http://www.panda.org/aboutwwf/jobs/index.htm>**

The World Wildlife Fund’s www job listings.

***<http://www.princeton.edu/~oa/jobs/careeroe.html>**

Outdoor Action/Environmental Careers Guide that lists some books and resources.

***<http://www.rdc.noaa.gov/>**

National Oceanic and Atmospheric Administration. From here link to job listings. Most are technical, but some are policy-or economic-oriented positions.

http://www.sas.upenn.edu/African_Studies/Home_Page/menu_job_srch.html

This is a jumpstation to several other sites that offer Environmental/Development job information, primarily in Africa.

<Http://www.unep.ch/>

The United Nation’s Environmental Program’s homepage provides information on Conventions such as Biodiversity, Climate Change, Combat Deserfication, Migratory Species, plus Trade and Environmental issues, the UN System-wide Earthwatch as well as relevant sites on the worldwide web including access to the following sites: UN Secretariat, UNDP, WMO, WorldBank, International Organizations, Linkages.Earth Negotiations Bulletin and Econet.

***<http://www.webdirectory.com/Employment>**

This site includes a long list of employers with addresses (but no profiles). You can also post your “environmental resume” on line here for prospective employers to review. From here, you can link to several other job databases and related sites.

http://www.yahoo.com/Health/Environmental_Health/Organizations/

Supplies a short list of environmental health organizations on Yahoo as well as the opportunity to search for others not on the list.

C. Professional associations/organization

Environmental Associations/Organizations

Earthwatch Institute [3 Clock Tower Place, Ste.100, Maynard, MA 01754; (978) 461-0081]

Non-Environmental Associations/Organizations/Resources

American Society of Journalism and Authors [1501 Broadway, Ste. 302 New York, NY 10036, (212) 997-0947]

*Corporation for Public Broadcasting [(202) 879-9600, 401 9th Street, NW, Washington, DC 20004 <http://www.cpb.org/>]

The Foundation Center [79 Fifth Avenue, b/w 15th & 16th Street; New York, NY 10003-3076; [(212) 620-4230 www.fdncenter.org] Library Hours: MW 10 a.m. - 8 p.m.; TRF 10 a.m. - 5 p.m.

*National Association of Broadcasters [(202) 429-5300 <http://www.nab.org/>]

*Monster Job Board: [Web site: <http://www.monster.com>]

VI. Alumni contacts

The following is a partial listing of alumni available for career advise to students. For a more complete listing of the SIPA alumni network, please see the ACAP binder in Room 1408 or visit the OCS web site, www.columbia.edu/cu/sipa/ocs/ocs.html.

<u>Name</u>	<u>Class</u>	<u>Job Title</u>	<u>Employer</u>
Armstrong, E.	96	Equity Trader	Merrill Lynch
Bieber, A.	97	Managing Director	SG Partners
Craig, J.	98	Analyst	Moody's Investors Service
Boyle, D.	98	Associate	Deutsche Bank
Davies, P	95	Senior Consultant	KPMG, LLP
Folkes, H.	84	Government Consultant	IBM
Federico, R.	86	Environmental Analyst	Jacques Whitford
Loso, C.	97	Manager	Deloitte Consulting
Campbell, R.	85	Senior Evaluator	US General Accounting Office
Goldman, E.	96	Financial Economic Analyst	Federal Reserve Bank of New York
Cummis, C.	91	Senior Advisor	US Environmental Protection Agency
Way, L.	91	Special Assistant	US Department of Commerce
Alexander, K.	90	Manager	NJ Transit
Bethel, D.	95	Social Worker	Health & Hospitals Corporation
Cerise, G.	94	Planner	Pierce Transit
Choi, J.	99	Politics	Bill Bradley for President, Inc.
Cooper, J.	87	Director	NYC Department of Human Services
Chacon, R.	90	Latin America Bureau Chief	The Boston Globe
Strickland, R.	81	Project Director	International Center for Research on Women
Senn, T.	96	Director, Am. Affairs	Hadassah
Walter, B.	86	Executive Director	Mothers at Home
Zimet, M.	95	Project Manager	Volunteers of America
Brooks, L.	94	Financial Analyst	Washington Legislature
Caruso, C.	98	Program Director	Children's Aid Society
Karp, L.	87	Teacher	Atlanta Public Schools
Hancock, J.	81	President	California Channel

Harley, C.	91	Researcher	Ingenix Pharmaceutical
Evans, W.	97	Deputy Director	Department of Defense
Duval, D.	97	Budget Analyst	Louisiana House of Rep.
Feingold, C.	98	Program Assistant	Ford Foundation
Dorval, M.	98	Social Worker	Queens Child Guidance