

RECRUITERS' GUIDE OFFICE OF CAREER SERVICES



MESSAGE FROM THE DEAN



For more than 60 years, Columbia University's School of International and Public Affairs has been educating professionals who work in public, private, and nonprofit organizations to make a difference in the world. Through rigorous social science research and hands-on practice, SIPA's graduates and faculty strive to improve social services, advocate for human rights, strengthen markets, protect the environment, and secure peace, in their home communities and around the world.

Employers hire SIPA students for their knowledge of economics, finance and policy, analytical and quantitative abilities, and managerial and decision-making skills. Students gain additional in-depth knowledge of one of six areas: International Finance and Economic Policy, Energy and Environment, Economic and Political Development, International Security Policy, Urban and Social Policy, and Human Rights.

In today's global economy, SIPA students possess the language skills, international perspectives, technical expertise, and hands-on professional experience that enhance any organization in the public, private, and nonprofit sectors. By recruiting at SIPA, you will also gain access to our alumni network, which consists of more than 16,000 alumni working in 155 countries around the globe.

This guide provides an overview of SIPA and outlines our recruitment policies in order to ensure that your recruitment needs are met. We encourage you to review the recruitment guidelines so that you are aware of the services available to you through the Office of Career Services (OCS).

We look forward to partnering with you.

Sincerely,
John H. Coatsworth
Dean

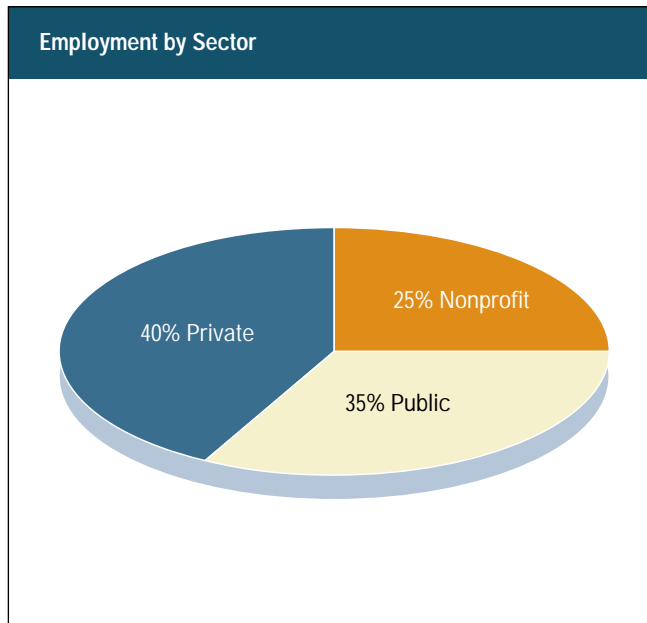


Since the creation of the Master of International Affairs (MIA) program in 1946 and the Master of Public Administration (MPA) in 1977, both degrees have undergone a transformation that reflects the changing global environment. Today, there is much more in common between the two degrees than in the past. Currently, both the MIA and MPA programs require that students complete a set of core requirements, with the MIA core tending toward a more global

approach and the MPA core focusing on policy processes and implementation at a national or local level within an international context. In addition to the core requirements, both MIA and MPA students gain in-depth knowledge of a policy concentration and take additional course work in a specialization of their choosing. Students can choose to pursue a Regional Specialization, through courses offered by one of the Regional Institutes.

MIA and MPA Curricula	
<p>Conceptual Foundations of International Politics or Politics of Policymaking</p> <p>Economics</p> <p>Statistics</p> <p>Public or Nonprofit Management</p> <p>Financial Management (Accounting, Budgeting, or Economics of Finance)</p> <p>Internship</p> <p>Capstone Consultancy Workshop (All MPA and most MIA students)</p> <p>Language (All MIA and many MPA students)</p>	
Policy Concentrations (Students choose one)	Specializations (Students choose one)
<p>Economic and Political Development</p> <p>Energy and Environment</p> <p>Human Rights</p> <p>International Finance and Economic Policy</p> <p>International Security Policy</p> <p>Urban and Social Policy</p>	<p>Advanced Policy and Economic Analysis</p> <p>Applied Science</p> <p>International Media, Advocacy, and Communication</p> <p>International Organizations</p> <p>Management</p> <p>Regional: Africa; East Asia; Europe; Latin America; Middle East; Russia, Eurasia, and Eastern Europe; South Asia; United States</p>
Core Skills	
Analytical	Policy and institutional analysis; capstone consultancy workshops that apply critical thinking skills to client projects
Quantitative	Economic and quantitative analysis, statistics, budgeting, accounting, and finance
Management	Course options in public and financial management, operations management, and decision models and management; experience leading teams on client projects
Multicultural Communications	Curriculum requires collaboration within multicultural teams in the development of practical solutions to international policy challenges

HIRING ORGANIZATIONS



Public Sector

Multilateral Organizations

European Union
 Inter-American Development Bank
 International Finance Corporation
 International Monetary Fund
 Organisation for Economic
 Co-operation and Development
 United Nations Children's Fund
 United Nations Development
 Programme
 United Nations Environment
 Programme
 World Bank

U.S. Government

Central Intelligence Agency
 Defense Intelligence Agency
 Federal Reserve Bank of New York
 Millennium Challenge Corporation
 U.S. Agency for International
 Development
 U.S. Department of Defense
 U.S. Department of Energy
 U.S. Department of Homeland
 Security
 U.S. Department of Housing and
 Urban Development
 U.S. Department of State
 U.S. Environmental Protection
 Agency
 U.S. Government Accountability
 Office
 U.S. International Trade Commission
 U.S. Office of Management and
 Budget

State/Local Governments

California Air Resources Board
 Los Angeles Homeless Services
 Authority
 NYC Department of Consumer
 Affairs

NYC Economic Development
 Corporation
 NYC Office of Management and
 Budget
 NYC Small Business Services
 NY State Public Management
 Institute
 Office of Mayor Michael Bloomberg
 The Port Authority of NY & NJ

Foreign Government

Central Bank of Iran
 Central Bank of Sudan
 China Banking Regulatory
 Commission
 Government Housing Bank, Thailand
 Japan Bank for International
 Cooperation
 Ministry of Development, Spain
 President of Afghanistan

Private Sector

Consulting

Abt Associates Inc.
 Accenture
 Booz Allen Hamilton
 Booz & Company
 Boston Consulting Group
 Chemonics
 Dalberg
 Deloitte Consulting
 Development Alternatives Inc.
 Ernst & Young
 Eurasia Group
 ICF International
 Kinetix
 KPMG
 London Economics International
 Malcolm Pirnie
 McKinsey & Company
 PricewaterhouseCoopers

Energy

BP
 Chevron
 China National Offshore Oil
 Corporation
 Con Edison
 Econergy International
 Ecoscurities
 Energy Intelligence Group
 Evolution Markets
 ExxonMobil
 GE Energy Financial Services
 Natsource
 Poten & Partners
 Shell
 SolFocus
 TFS Energy

Financial Services

Bank of America
 Bank of New York Mellon
 Barclays
 BNP Paribas
 Citi
 Credit Suisse
 Deutsche Bank
 Fitch Ratings
 Goldman Sachs
 HSBC
 Jefferies
 JPMorgan Chase
 Merrill Lynch
 Moody's Investors Service
 Morgan Stanley
 Société Générale
 Standard & Poor's
 UBS

Media /Communications

ABC News
 Associated Press
 Bloomberg
BusinessWeek
 CNBC
 CNN
 Conde Nast Publications
 Dow Jones
 Economist Intelligence Unit
 National Public Radio
 Newsweek International
 Time Warner

Business

DKNY
 Dyncorp
 Estée Lauder
 Google
 IBM
 Microsoft
 Mitsubishi Corporation
 NBA
 Oracle
 Pepsico
 Pfizer

Nonprofit Sector

Development

Academy for Educational
 Development
 Accion International

Acumen Fund
 CARE
 Catholic Relief Services
 CHF International
 Church World Service
 Constella Futures
 FINCA International
 Grameen Bank
 Innovations for Poverty Action
 Populations Services International
 Seedco
 Women's World Banking

Environment

Carbon Fund
 Conservation International
 Green Cross
 National Resources Defense Council
 NYC Audubon Society
 Rainforest Alliance
 WaterAid
 The Wilderness Society
 World Conservation Union
 World Resources Institute

Foundations/Institutions

Bill and Melinda Gates Foundation
 Carnegie Corporation of New York
 Citi Foundation
 Clinton Foundation
 Ford Foundation
 Rockefeller Foundation
 The Pew Charitable Trusts
 Trace Foundation

Human Rights/Humanitarian Affairs

American Jewish World Service
 Human Rights in China
 International Committee of the
 Red Cross
 International Rescue Committee
 Mercy Corps
 Oxfam
 Refugees International
 Save the Children
 Search for Common Ground
 Witness

Public Interest/Advocacy

Homes for the Homeless
 Interfaith Worker Justice
 International Labor Rights Fund
 National Organization for Women
 Open Society Justice Initiative
 Organization of American States
 The Salvation Army
 United Neighborhood Houses of
 New York
 US-ASEAN Business Council

Think Tanks/Research

Brookings Institution
 Center for American Progress
 Council on Foreign Relations
 The Inter-American Dialogue
 National Committee on American
 Foreign Policy
 National Democratic Institute
 RAND Corporation
 Security Council Report

Services for Employers

The Office of Career Services (OCS) will work with you to develop a customized recruiting strategy for your organization, which can include:

Employer Information Sessions

Information Sessions provide valuable promotional visibility for your organization and the opportunity to meet talented SIPA students and learn about SIPA and its programs. Employers send a representative, such as a SIPA alumnus/a, senior executive, or human resources personnel, to conduct a presentation on their organization's history, culture, and structure, typical career paths, and graduate-level internship and job opportunities.

The majority of presentations are held from September to early December, and from late January to late April.

Site Visits

OCS can arrange for SIPA students and/or alumni to visit organizations based in New York City or Washington, D.C.

On-Campus Interviews

On-campus interviews are the most convenient way for employers to interview multiple SIPA students. OCS will arrange interview rooms and assist you with interview scheduling. The entire on-campus recruitment process usually takes four to six weeks. We generally suggest allowing at least two weeks for students to apply through *SIPAlink*. After posting the position on *SIPAlink*, you will be able to view the applications online and select which students you wish to interview.

SIPA at a Glance

Demographics

Average age: 27
Males: 44%
Females: 56%

Total Students: 1,342
Alumni: 16,203

International Students: 45%
Countries Represented: >100

Communicating Across Borders

One hundred percent of MIA candidates are bilingual, with many speaking more than two languages. About 50 percent of MPA students are bilingual.

Working with SIPA Students

The internship requirement and Capstone Consultancy Workshops are two components of SIPA's curriculum that allow employers to utilize SIPA students' talents.

Internships

Hiring a SIPA intern is a great way to get to know the quality of our students. SIPA students are required to fulfill an internship requirement. Most fulfill this requirement during the summer, but some students participate in New York City-based internships during the fall and spring semesters.

Capstone Consultancy Workshops

The Capstone Consultancy Workshops apply the practical skills and analytical knowledge learned at SIPA to real-world issues. Students are organized into small consulting teams and assigned a substantive, policy-oriented project with an external client. Student teams, working under the supervision of a faculty expert, answer a carefully defined problem posed by the client. Each team produces an actionable report and an oral briefing of its findings at the conclusion of the workshop designed to translate into real change on the ground. For more information on workshops: <http://sipa.columbia.edu/academics/workshops>

Recruitment Guidelines

Offers

When making an offer, please adhere to the following:

- Offers must remain open until December 31 or for a minimum of four weeks, whichever is later. Offers extended after February must remain open for at least two weeks.
- The hiring organization makes interview selections within two weeks of interviews.
- Offers made to students who completed summer internships at your organization must remain open until early November.
- The terms of an offer must remain unchanged until the expiration date. Incentives encouraging students to commit before the deadline are allowed, as long as they are small relative to the overall value of the offer.

Additional Recruiting Guidelines

- Please adhere to all deadlines. This will provide students with adequate time to submit resumes and sign up for interview time slots.
- We would also appreciate if you would share your hiring decisions with us so that we may track the career progress of our students.
- SIPA students have been told that renegeing on offers is a serious breach of ethics and are urged to release offers they do not plan to accept. As a liaison between students and employers, OCS should be contacted if any problems arise.
- It is also expected that hiring organizations will honor all offers, or contact OCS if a problem arises.

Contact Information

If you are interested in recruiting at SIPA, please contact the Director of Employer Relations at 212-854-4654 or siparecruiting@columbia.edu.

Advertising Jobs and Internships Using *SIPAlink*

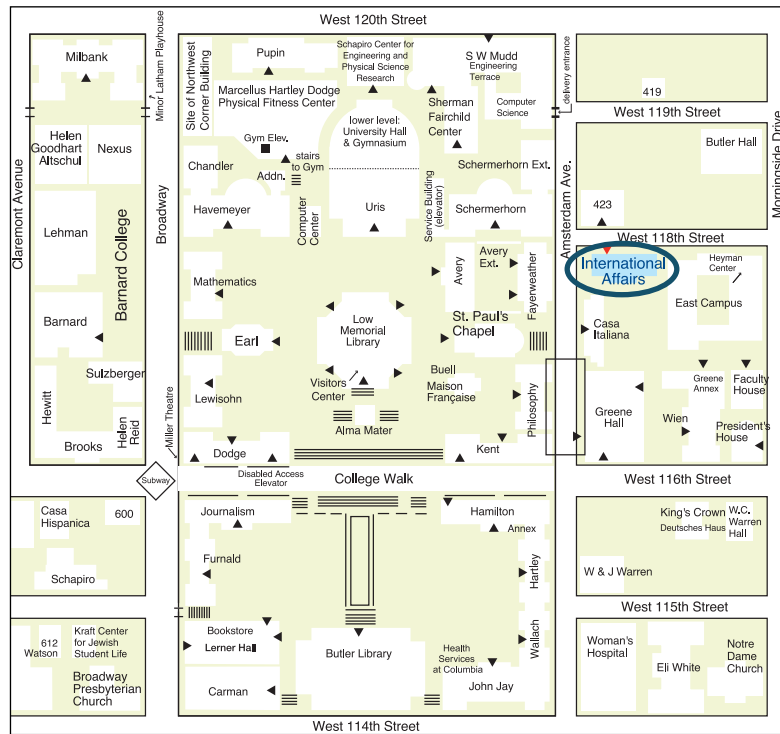
SIPAlink is an online recruitment database that allows employers to advertise opportunities to SIPA students and alumni. Some of the features in *SIPAlink* include the ability to:

- Advertise full-time, internship, and work-study opportunities to students and alumni
- Advertise on-campus Information Sessions to students
- Schedule on-campus interviews
- View student and alumni resumes

To access *SIPAlink* please visit: <https://www.myinterfase.com/cusipa/employer/>

For assistance with *SIPAlink*, please contact us at 212-854-4613 or via e-mail at sipa_ocs@columbia.edu

Map and Directions



Visitor Information

The School of International and Public Affairs is located at 420 West 118th Street between Amsterdam Avenue and Morningside Drive. The Office of Career Services is located in Room 420 on the fourth floor, which is at street level.

By New York City Public Transportation

Five bus lines (M4, M5, M11, M60, M104) and one subway line (the #1) serve the Columbia neighborhood. The M60 bus is a direct link between campus and LaGuardia Airport. The Columbia stop is 116th Street. Note that if you take the express trains #2 or #3 uptown, you must transfer to the #1 local at 96th Street. The #2 and #3 trains do not stop at Columbia University.

By Train or Bus

Trains to New York arrive at Grand Central Station or Pennsylvania Station, while buses stop at the Port Authority Bus Terminal. Visitors arriving at these stations can take either public transportation or a taxi north to the campus.

For more detailed transportation and hotel details, please see: http://www.sipa.columbia.edu/about_sipa/visitor_info.html

Contact Us

Director of Employer Relations

siparecruiting@columbia.edu
212-854-4654

Office of Career Services

Columbia University School of International and Public Affairs
420 West 118th Street, Room 420
New York, NY 10027
sipa_ocs@columbia.edu
212-854-4613

Other Degree Programs Offered at SIPA

MPA in Development Practice

The MPA in Development Practice incorporates perspectives from agriculture, environmental and climate sciences, economics, engineering, health, nutrition, political science, and technology in the design, implementation, and management of effective sustainable development policies. This globally based program combines rigorous education at SIPA with hands-on learning in leading development organizations around the world. For more information: www.sipa.columbia.edu/mdp

MPA in Environmental Science and Policy

The MPA in Environmental Science and Policy combines Columbia University's hands-on approach to teaching public policy and administration with pioneering thinking about the environment. This twelve-month program is jointly sponsored by SIPA and the Earth Institute at Columbia University. For more information: www.columbia.edu/cu/mpaenvironment

The Program in Economic Policy Management (PEPM)

The Program in Economic Policy Management provides mid-career professionals and policymakers with the skills to effectively design and implement economic policy, emphasizing the problems of developing and transition economies. Students who complete the fourteen-month program are awarded the Master of Public Administration (MPA). For more information: www.sipa.columbia.edu/pepm

The Executive Master of Public Policy and Administration (EMPA)

The EMPA program is designed for the experienced professional who is looking for a top-quality graduate program but is unable to pursue full-time study. The program, which can be completed in either two or three years, incorporates the broad questions of public affairs and the specific analytic and communication skills of management and policy analysis into its curriculum. For more information: www.sipa.columbia.edu/empa

PhD in Sustainable Development

The PhD in Sustainable Development combines elements of a traditional education in social sciences, particularly economics, with significant training in the natural sciences. The program's graduates are uniquely qualified to undertake serious research and policy assessments to deal with some of the most crucial problems in the developing world. For more information: www.sipa.columbia.edu/phd