Spring Programming Guide

Table of Contents (Chronological):

1) Postdoc Coffee Hours
2) New Postdoc Orientations
3) Strategic Communication Workshop Series
4) Career Advancement Workshop Series
5) URM Meet and Greet Lunches
6) LGBTQIA Postdoc Meet and Greet Lunches
7) Social Science and Humanities Postdoc Meet and Greet Lunch
8) Postdoc Parent Lunches
9) Clinical Boot-Camp for Basic Researchers
10) Postdoc Ski Trip to Hunter Mountain
11) Elsevier Site Visit - Waitlist Spots Available
12) Graduate Career Consortium Virtual Career Fair
13) Postdoctoral Fellows Tax Info Session
14) International Researcher Tax Info Session
15) Career Panel Business Finance
16) S.T.E.M. Educational Outreach Opportunities – Workshop and Info Session
17) STEM Outreach Colloquium
18) Biopharma & Beyond Industry Networking Event
19) Data Science Career Panel
20) Teaching 2.0 – What You Need to Know to be a Successful Teacher; A Short Course for Postdocs
21) Leadership 2-day Workshop
## February 2016

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# Office of Postdoctoral Affairs

### April 2016

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Postdoc Coffee Hour (Ongoing)

These coffee/tea hours are a great way for you to meet other postdocs and hear about upcoming events. The coffee/tea hour is informal and you can stop by for as long as you would like for some refreshments and snacks.

CUMC Campus
Dates: 02/25, 03/10, 03/24, 04/07
Time: 3:30pm—4:30PM
Location: Hammer Room 310

Morningside Campus
Dates: 02/18, 03/03, 03/17, 03/31, 04/14
Time: 2:30-3:30PM (subject to change)
Location: CEPSR 414 (subject to change)

New Postdoc Orientation (Ongoing)

In an effort to acclimate new postdocs to Columbia University, we would like to offer a first look at the resources available at the University. Discussion includes a brief rundown of benefits and the services available to Postdocs University wide and through the Office of Postdoctoral Affairs.

If you know a new postdoc here, please share this information with them, as they might not yet be on the postdoc mailing list.

CUMC
Date: March 10, 2016
Time: 2:30pm—3:30pm,
Postdoc Coffee Hour immediately following orientation
Location: Hammer LL108-A
RSVP: Email postdocaffairs@columbia.edu to RSVP

Morningside
Date: April 14, 2016
Time: 2:30pm—3:30pm,
Postdoc coffee Hour immediately following orientation
Location: TBD
RSVP: Email postdocaffairs@columbia.edu to RSVP
Strategic Communication Workshop Series

There are still spots in our Strategic Communication Series!

Excellent communication skills are required for nearly every position, especially management and leadership positions, both within and outside of Academia. Postdocs may have some experience giving research presentations and writing manuscripts, but would greatly benefit from receiving additional instruction in these areas. The first three sessions of this series will address how to deliver effective research presentations, how to communicate research to non-technical audiences, and what goes into writing excellent manuscripts. Being an effective communicator goes well beyond one’s ability to write and present information and requires that one be able to manage emotions and personalities, resolve conflicts, and effectively negotiate. Developing sound approaches to professionally interact with others is critical for career advancement. The final three sessions of this series will tackle these interpersonal communication skills, including emotional intelligence, conflict resolution, and negotiation.

Postdocs interested in participating in this series must register using the link below. **Please note that attendance at 4 out of 6 of the sessions is required and a certificate of completion for the series will be awarded to those meeting this requirement.** Also note that session 6 builds upon concepts learned during session 5, and thus attendance at session 6 requires prior attendance at session 5. A pizza lunch will be provided for the last four sessions of the series.

Each session of the series will take place on the Medical Campus, with room information being disclosed to participants after registering. The series is being cosponsored with the NYC ASCENT Program. Room and registration information are below:

The individual sessions of the series include:
11:30 AM – 1:30 PM Friday, Jan 29th – Making the most of your presentation (Jean-Luc Dummont)
11:30 AM – 1:00 PM Friday, Feb 5th – Writing Research Manuscripts (Janet Kayfetz) **Russ Berrie 1**
12 PM – 2:00 PM Wednesday, Feb 17th – Communicating Research To Non-technical Audiences* **HSC LL204**
12 PM – 2:00 PM Wednesday, Feb 24th – Negotiation (Bob Bontempo) **Todd Ampitheater**
12 PM – 2:00 PM Wednesday, Mar 2nd – Emotional Intelligence (Matthias Birk) **HSC LL204**
12 PM – 2:00 PM Wednesday, Mar 9th – Conflict Resolution (Matthias Birk) **Todd Ampitheater**

*Pizza will be provided from 11:40-11:55AM at the last four sessions.

Registration for the course: [https://cumc.co1.qualtrics.com/SE/?SId=SV_00TV31azADesfzf](https://cumc.co1.qualtrics.com/SE/?SId=SV_00TV31azADesfzf)
Career Advancement Workshop Series

These 90 minute workshops led by Rory Flinn, Director of the Office of Postdoctoral Affairs, will provide guidance, resources, and advice on CVs, resumes, cover letters, academic and non-academic interviewing, networking, and career management. These interactive workshops will occur once a month from January through June, with one session of each workshop being held on all three campuses: Morningside, Medical and Lamont campuses. Participants will walk away from these workshops with a better sense of how to manage their career, network, prepare materials for job applications, and interview for positions. Workshops remaining:

- Industry Interviewing Workshop – March 22nd, 24th and 30th
- Career Management Workshop – April 12th, 14th and 19th
- LinkedIn/Networking – May 10th, 12th and 18th
- Academic CV Workshop – June 15th, 28th and 29th

Industry Interviewing Workshop

Morningside Campus
Date: March 22, 2016  Time: 2:00pm - 3:30pm  Location: Fairchild 700
Register: https://calendar.columbia.edu/sundial/webapi/register.php?eventID=82018

CUMC
Date: March 24, 2016  Time: 12:00 - 1:30pm  Location: Hammer 305
Register: https://calendar.columbia.edu/sundial/webapi/register.php?eventID=82019

Lamont*
Date: March 30, 2016  Time: 12:00 - 1:30pm  Location: 205 Monell Building
Register: Email Kuheli Dutt at kdutt@ldeo.columbia.edu

Career Management Workshop

Morningside Campus
Date: April 12, 2016  Time: 12:00—1:30pm  Location: Fairchild 700
Register: https://calendar.columbia.edu/sundial/webapi/register.php?eventID=82042

CUMC
Date: April 14, 2016  Time: 12:00 — 1:30pm  Location: Hammer 303
Register: https://calendar.columbia.edu/sundial/webapi/register.php?eventID=82060

Lamont*
Date: April 19, 2016  Time: 12:00 — 1:30pm  Location: Monell 205
Register: Email Kuheli Dutt at kdutt@ldeo.columbia.edu
Office of Postdoctoral Affairs

LinkedIn/ Networking Workshop

Morningside Campus
Date: May 10, 2016  Time: 12:00pm—1:30pm  Location: Fairchild 700

CUMC
Date: May 12, 2016  Time: 12:00 - 1:30pm  Location: Hammer 404

Lamont*
Date: May 18, 2016  Time: 12:00- 1:30pm  Location: Monell 205
Register: Email Kuheli Dutt at [kdutt@ldeo.columbia.edu](mailto:kdutt@ldeo.columbia.edu)

Academic CV Workshop

Lamont*
Date: June 15, 2016  Time: 12:00-1:30pm  Location: Monell 205
Register: Email Kuheli Dutt at [kdutt@ldeo.columbia.edu](mailto:kdutt@ldeo.columbia.edu)

Morningside Campus
Date: June 28, 2016  Time: 12:00pm—1:30pm  Location: Fairchild 700
Register: TBD

CUMC
Date: June 29, 2016  Time: 12:00-1:30pm  Location: TBD
Register: TBD

URM Meet and Greet Lunches:

The Office of Postdoctoral Affairs (OPA) would like to invite all postdoctoral scientist, scholars, and fellows belonging to underrepresented racial and ethnic groups to meet and greet luncheons this spring. The primary goal of these luncheons is provide a safe space for underrepresented postdocs to discuss issues they may be facing and facilitate the creation of a community of underrepresented postdocs at Columbia.

Some of the topics that will be discussed at the luncheon include:

- Creation of an affinity group
- Discussing issues that underrepresented postdocs face and how OPA can help address issues
- Brainstorm ideas for inclusive programming that could be organized and launched by the group in collaboration with OPA
Lunch will be provided. RSVP is required.

There will be separate sessions on the medical and Morningside campuses and postdocs from any campus and discipline are welcome to attend.

**Medical Campus**
- **Date:** Thursday, February 18\(^{th}\), 2016
- **Time:** 12:30-1:30pm
- **Location:** Hammer Health Sciences Building, room 305

**Morningside Campus**
- **Date:** Friday, February 19\(^{th}\), 2016,
- **Time:** 12:40pm-1:40pm
- **Location:** 602 Northwest Corner Building

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**LGBTQIA Postdoc Meet and Greet Lunches:**

The Office of Postdoctoral Affairs (OPA) would like to invite all LGBTQIA postdoctoral scientist, scholars, and fellows to the second series of meet and greet luncheons for the spring semester. The goal of this luncheon will be to provide a safe space for LGBTQIA postdocs where they can discuss issues that they may be facing at Columbia and to facilitate the creation of a LGBTQIA postdoc community Columbia.

Some of the topics that will be discussed at the LGBTQIA luncheon include:
- Creation of an affinity group
- Discussing issues that LGBTQIA postdocs face and how the OPA can help address issues
- Resources that LGBTQIA postdocs would like to see
- Creation of an informal networking group
- Brainstorm ideas for inclusive programming

Lunch will be provided. RSVP is required.

**Medical Campus**
- **Date:** Tuesday, February 23\(^{th}\), 2016,
- **Time:** 1:00-2:00pm
- **Location:** Hammer Health Sciences Building, room 410
Social Science and Humanities Postdoc Meet and Greet Lunch

The Office of Postdoctoral Affairs (OPA) is very interested in organizing and implementing new programming and resources specifically for Social Science and Humanities postdocs here at the University. OPA recognizes that Social Science and Humanities postdocs may have different professional and career development needs than S.T.E.M postdocs and would like to meet with Social Science and Humanities postdocs to discuss these needs. OPA invites all Social Science and Humanities postdocs here to attend a special meet and greet lunch from 12:30-1:30 PM on March 11th on the Morningside campus. A free lunch will be provided. The goals for the lunch will be for Social Science and Humanities postdocs to meet each other, for OPA to discuss with these postdocs their career and professional development needs, and for OPA to gain feedback on several new programming ideas and resources geared towards Social Science and Humanities postdocs.

OPA asks that Social Science and Humanities postdocs please pass this invite along to any other Social Science and Humanities postdocs they may know at the University, as it is possible that their colleagues may not be on our postdoc email listserv.

Date: Friday, March 11, 2016
Time: 12:30-1:30 PM
Location: Morningside- TBD
RSVP: https://calendar.columbia.edu/sundial/webapi/register.php?eventID=82041

Postdoc Parent Lunches

Attention Postdoc Parents!

The OPA would like to take a more active role in supporting Postdocs with families and we want your input. We are hosting a town hall lunch for Postdoc Parents to assess needs/areas the OPA can assist and provide resources. Come and eat and vent!
Office of Postdoctoral Affairs

Please consider attending to share your experiences with other parents and provide feedback to the OPA. If there is a specific topic you would like to discuss at the meeting, let us know in advance. Hope to see you there!

**Medical Campus**
- **Date:** Tuesday, March 15th, 2016
- **Time:** 12:30-1:30pm
- **Location:** Hammer Health Sciences Building, room 410

**Morningside Campus**
- **Date:** Thursday, March 17th, 2016
- **Time:** 12:00-1:00 PM
- **Location:** Fairchild Room 1000

Clinical Boot-Camp for Basic Researchers

This three-part seminar series has been organized for postdoctoral basic science researchers interested in learning more about clinical research and what happens once a drug candidate moves out of the discovery stage and into a clinical setting. The seminar series will give basic researchers a greater understanding of the field of clinical research, particularly at Columbia, and aims to better connect researchers from the Morningside and Medical and campuses. The series is being sponsored by the Office of Postdoctoral Affairs, but was designed and organized by Jennifer Chambers, a Postdoctoral Research Fellow in the Department of Biological Sciences.

Each seminar will take place on the Morningside campus in the Fairchild building, room 1000 (10th floor). A pizza lunch will be provided at each of the seminars. Registration is required for each of the seminars, as space is limited. The topics to be covered in each seminar can be found below along with registration links for each seminar:

**Seminar 1 - Clinical Trial Process, 02/04/2016 12:00 1:00 PM**
**Seminar 2 - Precision Medicine within Pediatric Cancers 02/11/2016 12:00-1:00 PM**
**Seminar 3 – Clinical Trial Design 02/18/2016 1:00 – 2:00 PM**

**Seminar 1- Clinical Trial Process**

This seminar will be led by Dr. Richard Carvajal, M.D. and will discuss the clinical trial process and how translational medicine feeds into this work. His talk will provide an in-depth look at each phase of clinical trials, the challenges of moving from a research lab into the clinic, and include examples of translational medical research happening at Columbia.
Seminar 2- Precision Medicine within Pediatric Cancers

This seminar will be led by Dr. Julia Glade Bender, M.D., and Dr. Anthony Sireci, M.D. and will discuss the role of precision medicine within the context of pediatric cancers. Drs. Bender and Sireci will discuss how they are working to bring forward targeted agents through clinical trials and the ways that genomic sequencing and precision medicine are shaping disease treatment.

Register for 02/11: https://calendar.columbia.edu/sundial/webapi/register.php?eventID=81589

Seminar 3- Clinical Trial Design

This seminar will be led by Dr. Shing Lee and will focus on clinical trial design. Dr. Lee will discuss the features of a well-designed clinical trial, as well as her work on developing new statistical methods for evaluating targeted cancer therapies.

Register for 02/18: https://calendar.columbia.edu/sundial/webapi/register.php?eventID=81590

Postdoc Ski Trip to Hunter Mountain

We are happy to announce that our annual Postdoc Ski Trip to Hunter Mountain will be on 02/21/2016! Once again OPA will provide free transportation to and from Hunter Mountain. We have secured a discounted group rate for lift and ski/snowboard rentals. Join your fellow postdocs for a day of skiing/snowboarding at Hunter Mountain!

Date: Sunday, February 21st
Time: 6am (leave from 116th and Broadway) - return at 7pm (116th and Broadway)

The discounted ticket rates:
$47 per person— Lift Ticket
$32 per person— Ski/snow board Rental
$59 per person— Beginners Package (lower mountain lifts, rentals, group lesson)

You can bring one guest but space is very limited so please reserve your seat ASAP by emailing us at Postdocaffairs@columbia.edu with the subject line: SKI TRIP.

We will be accommodating postdocs first and then any guests on a first-come first-served basis. Once we receive your email request we will send you a “Release Form” which you will need to sign and return to OPA prior to the trip.

Elsevier Site Visit *Waitlist Spots Available*

A major objective of Elsevier is to provide early career researchers with an in-depth view of publishing as a viable career opportunity. On February 26th, Elsevier’s NYC office will host student and postdoc trainees from Columbia and Memorial Sloan-Kettering Cancer Center to explore careers in the
Office of Postdoctoral Affairs

publishing sector, to discuss the current publishing landscape and to provide an overview of available advancement resources. The event will also include an Elsevier panel that delves into individual career paths and Q&A by the trainees. Attendees will be encouraged to network and form connections with the speakers, panelists and other Elsevier colleagues to get additional one-on-one guidance into publishing career opportunities.

Serious and committed registration requests only, as there are only 18 spots available.

**Date:** Friday, February 26th  
**Time:** 8:45 AM – 1 PM  
**Location:** Elsevier Publishing (midtown Manhattan, precise address only given to registrants)  

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**Graduate Career Consortium Virtual Career Fair**

March 2nd all day (online)

Join us online on March 2nd in our virtual career fair, exclusively for PhD and Master’s Degree holders. Chat directly with a number of companies who are seeking candidates with advanced degrees. You can attend the fair from anywhere. Click below for the list of participating companies along with their online chat times. Students, Post-Docs, and Alumni are invited to attend - It’s easy & efficient! See flyer for event at end of this guide.

**Date:** March 2, 2016  
**Time:** All day - [Click for Employer List and their Available Chat Times](https://calendar.columbia.edu/sundial/webapi/register.php?eventID=81530)  
**Register:** [Click to Register](https://calendar.columbia.edu/sundial/webapi/register.php?eventID=81530)

**Event FAQ’s**

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**Postdoctoral Fellows Tax Info Session**

OPA will be hosting a Q&A tax info session for Postdoctoral Research Fellows and Postdoctoral Clinical Fellows (Clinical Fellows on stipends). Mr. Alan Koslin, Tax Specialist from H&R Block will be here again to answer your tax questions. Please note that this is not a tax workshop but an opportunity to get some of your tax questions answered by a tax expert. All postdoctoral fellows university-wide are welcome to attend.
International Researcher Tax Info Session

Session for students, postdocs, and staff here on visas who are interested in receiving tax advice related to tax treaties, etc. This session is organized and solely sponsored by the Office of International Affairs.

Business/Finance Career Panel

A panel focused on careers in Finance will take place the evening of April 8th at Columbia University Medical Campus. This session is part of a monthly career panel series for doctoral level graduate students and postdocs at Columbia University. The goal of the career panel series is to expose trainees to a broad range of career options available to them and provide a forum for trainees to learn about the experiences of individuals who have transitioned into these careers following their graduate or postdoctoral training. The panelists will respond to moderated questions in the first half of the event, after which questions from audience members will be addressed. A networking session will follow the panel session and will include representatives from several Finance companies/institutions and Columbia alumni now employed in these sectors.

The Panelists have a variety of training backgrounds and will be announced soon.
S.T.E.M. Educational Outreach Opportunities – Workshop and Info Session

Science, Technology, Engineering, and Mathematics (S.T.E.M.) educational outreach entails working with children and young adults to increase their knowledge in S.T.E.M. areas and awareness of S.T.E.M. careers. Participation in outreach programs can be an immensely rewarding experience with great benefits for all involved. For postdocs, educational outreach builds teaching and mentoring skills while demonstrating one’s interest in education.

This 90 minute workshop and info session will be co-led by Emily Ford, the Director of Outreach at Fu Foundation School of Engineering and Applied Sciences at Columbia University, Rory Flinn the Director of the Office of Postdoctoral Affairs and representatives from the NYC Department of Education. The session will cover what S.T.E.M. outreach entails, ways for postdocs to get involved, and the benefits of participating in outreach programs. The NYC Department of Education will also provide information about their STEM Teaching Fellows program which provides tremendous career opportunities for STEM PhDs in NYC public schools. Additionally there will be a discussion about teaching careers at the college level, and ways that participation in outreach programs can help one bolster their teaching and mentoring interests and experiences to be competitive for these careers.

Date: March 29th
Time: 12:00-1:30 PM
Location: Morningside Campus, Fairchild 700

STEM Outreach Colloquium

An evening of STEM outreach and networking featuring selected talks by postdocs. This event is being cosponsored by the Office of Postdoctoral Affairs, the Office of Outreach for the Engineering School, and the NYC Department of Education. Audience will be high school students and teachers that belong to the NYC Department of Education’s High School Science Research Pathways Program. Postdocs and PhD students will be invited to attend as well. Talks will run from 5-6 PM and will be followed by ~ 1 hour of networking between high school students and PhD students and postdocs. We will provide light refreshments for this event.

Date: May 3, 2016
Time: 5:00-7:00 PM
Location: Morningside Campus
RSVP: TBD
Biopharma & Beyond Industry Networking Event

Join us for an evening of networking with industry professionals!

The purpose of this event is for Postdocs to meet industry professionals who have left academia to pursue careers in the BioPharma Industry or in an industry that works directly with BioPharma. Through this event, Postdocs will be exposed to the wide-variety of career opportunities available to them. Professionals in attendance will range from the Pharmaceutical Industry including bench-top researchers, Medical Affairs specialists, and Medical Science Liaisons to Medical Communications and Pharmaceutical Brand Strategy and Marketing Professionals. We hope you will take this opportunity to listen to their experiences, be inspired and mingle with others in the scientific community. Complimentary food and drinks will be served.

Date: Friday, April 1, 2016
Time: 6:00-8:00pm
Location: Riverview Lounge located in the Hammer Health Sciences Building
Register: https://calendar.columbia.edu/sundial/webapi/register.php?eventID=82024

Data Science Career Panel

A panel focused on careers in Data Science will take place the evening of April 8th at Columbia University (Morningside Campus). This session is part of a monthly career panel series for doctoral level graduate students and postdocs at Columbia University. The goal of the career panel series is to expose trainees to a broad range of career options available to them and provide a forum for trainees to learn about the experiences of individuals who have transitioned into these careers following their graduate or postdoctoral training. The panelists will respond to moderated questions in the first half of the event, after which questions from audience members will be addressed. A networking session will follow the panel session and will include representatives from several companies/institutions that employ Data Scientists and Columbia alumni now employed in these sectors.

The Panelists have a variety of training backgrounds, including Ecology, Evolution and Behavior Science, Mathematics, Neuroscience, and Statistics. The current panelists include:

Geneviève Kathleen Smith, PhD
Teaching 2.0 – What You Need to Know to be a Successful Teacher; A Short Course for Postdocs

This 10 session teaching course for postdocs will introduce foundational principles of teaching by covering the topics of cognitive theories of learning, course and lesson design, classroom management, assessments, active learning and student engagement, inclusive learning environments, and technology in the classroom. Additional topics covered will include statements of teaching philosophy, the various types of teaching careers available, and preparing for a teaching career.

Why: Following their training, postdocs often seek out academic positions that entail some level of teaching. These teaching responsibilities may involve teaching portions of a graduate level course or teaching semester long courses for undergraduate or graduate students. The vast majority of colleges and universities seek faculty candidates that have dedicated teaching experience or at least an interest and willingness to teach. It is critical for postdocs to learn effective teaching methods based on the science of how students learn, gain familiarity with the principles of course design, understand how to properly assess student mastery of learning goals, and feel confident in classroom management and in promoting an inclusive learning environment.

How: The course will be broken into two components, a classroom session and a practicum. The classroom sessions will consist of interactive instruction on the aforementioned topics and will be open to up to 75 postdocs (Registration required). The practicum component of the
Office of Postdoctoral Affairs

course will focus on applying the knowledge gained in the classroom sessions through teaching activities and group projects. The practicum component of the course will be open to 30 postdocs who must also participate in the classroom sessions (Separate registration required). Postdocs participating in the practicum component of the course will be expected to meet strict attendance requirements, as this is necessary to complete the group activities. Postdocs participating in the practicum component of the course will receive individualized feedback on their statements of teaching philosophy as well as a certificate of completion for the course.

When: Tuesdays, 5:30-6:45 PM (classroom sessions), 6:45-7:30 PM (practicum component). Course will run from April 5th through June 7th.

Where: Columbia University Morningside Campus, Fairchild 700.

Registration: Postdocs interested in taking this course, either in only the classroom component or the classroom and practicum component must register for the course here:

https://cumc.co1.qualtrics.com/SE/?SID=SV_e4IsXW7ys72IZiR

Course website: http://bit.ly/postdocs-teaching

Leadership 2-day Workshop

This is a 2 day workshop sponsored by the NYC ASCENT program taking place from 8:30am-5pm on Sunday April 24th and Monday April, 25th with attendance required on BOTH days.

There are 20 spots for Columbia postdocs at this workshop.

Leadership involves working effectively with other people to shape social reality and achieve organizational goals. It is a critical factor in organizational and career success. Every postdoc, no matter what field of endeavor, will face a variety of difficult leadership challenges. How these challenges are met will have a significant impact on the person’s career and life.

This program is designed to introduce postdocs to some key concepts and skills of leadership in today’s complex environment. It provides a practical forum to assess and develop personal leadership skills in self-knowledge, and problem solving, group dynamics and team building, cultural fluency, conflict resolution, and facilitation of change.

Program Objectives:

• Explore a leadership framework that can be personalized for self-development
• Gain understanding of leadership in different contexts
• Enhance awareness of personal style
• Recognize the value of divergent styles as critical for collaboration
• Examine pragmatic way to leverage behaviors for effective leadership
Through this immersive experience to provide an opportunity to examine your own behaviors when confronted with a variety of leadership situations

Help you understand the opportunities in your current context: community groups, lab group, department, college and the university

Program Outcome:

- Participants will be able to think more comprehensively about leadership issues and approaches in contemporary roles and organizations
- Participants will have the ability to examine their own strengths and make a plan to leverage them in current and future context
- Participants will be prepared to use their personal capacity to take action in a challenging situation
- Participants will begin thinking about direct and indirect influence strategies to use for bringing about change where it is warranted

When: Sunday April 24th and Monday April, 25th
Where: Room location to be provided to registrants.
Register: https://calendar.columbia.edu/sundial/webapi/register.php?eventID=82030
Ph.D. & MASTER’S
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Sponsored by the Graduate Career Consortium
March 2, 2016

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Virtual Career Fair Date: March 2, 2016

More information:
770.980.0038 • gradtalent@careereco.com