Jobs Listserv

CS_ALUM_NEWS-L is a free email listerv sponsored by the Career Services department. It is directed towards Pace Alumni and experienced graduate students who are currently seeking full-time employment. Periodically, Career Services will post job listings received from third party recruiters and companies and career related announcements. If you are an alumnus/a of the Law School, please go to the Law School's Career Development Services for Alumni [1] as this listserv is not geared to the legal professional.

To Join The Jobs Listserv:
1. Send an e-mail addresssed to: listserv@list.pace.edu [2]
2. Leave the subject line blank. This is important.
3. The body of the message should be:

   Subscribe CS_ALUM_NEWS-L First Name Last Name

   Example: Subscribe CS_ALUM_NEWS-L Jane Doe

   Do not type anything else. This is also important.
4. You will receive a welcome message.

   Your e-mail address will not be shared or sold to any other organization.

To Leave The Jobs Listserv:

   Note: The following must be done using the email address you originally subscribed as.

1. Send an e-mail addressed to: listserv@list.pace.edu [2]
2. Leave the subject line blank. This is important.
3. The body of the message should be:

   Unsubscribe CS_ALUM_NEWS-L

   Do not type anything else. This is also important.
4. You will receive a farewell message.

Career Services Listserv Disclaimer

Pace University Career Services maintains this listerv as a service to students, graduates, and alumni. The posting of job announcements on this listerv does not indicate an endorsement or recommendation from Pace Career Services. Students are responsible for all necessary precautions when interviewing for, or accepting these positions, and users are responsible for checking the credentials and integrity of the employer. Further, Pace is not responsible for safety, wages, working conditions, or other aspects of off-campus employment.

The Career Services web site also provides links to web sites not under the control of the University or Career Services,
and Pace is not responsible for the contents of a linked site. The links are provided as a convenience and links to any resource should not be interpreted as an endorsement of or contractual relation with a product, viewpoint, organization, or individual at Pace or Career Services. Pace and Career Services assume no liability for acts or omissions by third parties or for material supplied by them.

Career Services abides by the principles set forth by the National Association of Colleges and Employers (NACE).

Anyone who discovers any misuse or abuse of this web site is encouraged to report the matter to Career Services. We would also appreciate and welcome your feedback and suggestions for the improvement of this site.

Listserv Frequently Asked Questions (FAQ):

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**How did the listserv begin?**

It originated as a pilot that stemmed from a series of email address books. The goal was to assist alumni and experienced graduate students in their job search by receiving email notices. The notices alerted them of jobs that Career Services received from third party recruiters and companies. Due to the positive response by students, alumni, and staff on all three campuses, we decided to create the listserv.

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**What type of jobs are posted?**

The types of jobs include, accounting, finance, information systems, computer science, management, human resources, marketing and sales. They vary based on organization and market dynamics. Thus, if you don't see a job in your field for some time, it could get better later on.

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**Where do you find these jobs?**

Third party recruiters and employers send these jobs to our office via email, snail mail, or fax.

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**What kind of experience are these jobs looking for?**

The jobs we receive range from entry level to senior level executives. Most of the jobs are for experienced...
professionals with some exceptions.

Can I screen or filter jobs that are posted on the listserv?

We do not screen the jobs for each person on the listserv. We just forward the listings. If you have any questions about the listings contact the recruiter or employer directly.

How do I apply to a job posted to the listserv?

Anyone interested in a position should apply directly to the company using the contact method specified in the job posting.

Who do I speak to if I have a question about a job posted to the listserv?

If you have any questions about the listings or you wish to apply, contact the recruiter or employer directly.

Where else can I look for jobs?

Jobs from companies are posted in our Online Resume Referral program. These jobs can be access through our Pace eRecruiting system. So, please check that frequently. For more information about accessing Pace eRecruiting please contact your career counselor. Jobs from third party recruiters are also posted in the Resource Center located in your local Career Services Office.

What if I accept an offer?

Please let career services know if you accept a job offer. Regardless if you got the job through the listserv, Pace eRecruiting, or you on your own, we need to know if you are employed full-time. It provides valuable statistical information that can assist future students. All information is kept confidential and is never shared with any other organization.

What if I change my email address?

You may at some point change your email address. The trouble is that the listserv knows you only by the email address you originally subscribed. The easiest way to change your subscription email address is to:

1. Unsubscribe your old email address from the listserv
2. Subscribe using your new email address

Don't Forget: You should also update your email address in the online directory portion of your alumni online community. Better yet, get a free email address and forwarding service(yourname@alumni.pace.edu) from Pace!! If
you have not signed up for this free and secure alumni service, go to /alumni [19] and click on "Register Now."

**Who should I contact if I have any questions about the listserv?**

For more information about this listserv, please contact Dr. Barry Miller, Manager, Alumni Career Programs and Services, at (212) 346-1950. You may also email Dr. Miller at bmiller@pace.edu [20].