

# Recruiters Guide

# Graduate Career Services Staff

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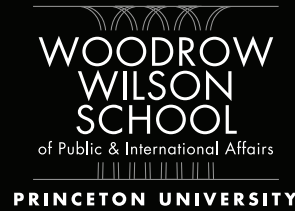
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# Dear Recruiter:

We appreciate your interest in recruiting students from the Woodrow Wilson School 's Graduate Programs for summer internships, year-long internships, part-time internships, and/or permanent job opportunities.

Woodrow Wilson School students concentrate in international or domestic policy, economics and public policy, or development studies. They are well versed in economics, politics, psychology, negotiation skills, teamwork, and management techniques which allow them to craft thoughtful, well informed, and effective solutions to problems. Woodrow Wilson School graduates are leaders in the public, nonprofit, and private sectors. They have helped shape national and international policy and have created and managed organizations that provide services to those in need and support development efforts around the world.

Please use this guide to plan your recruiting efforts at the School. We very much appreciate your willingness to afford our graduate students the opportunity to compete for positions within your organization.

## **Career Development and Alumni Relations**

### **Graduate Program Office**

Woodrow Wilson School of Public and International Affairs

Room 2-C-11 Green Hall

Princeton University

<http://www.princeton.edu/graduate-programs/life-after-graduation/employers>

# History of the Woodrow Wilson School

The School of Public and International Affairs, as it was originally named, was founded at Princeton in 1930, created in the spirit of Woodrow Wilson's interest in preparing students for leadership in public and international affairs.

The School's initial venture was an interdisciplinary program for undergraduates in Princeton's liberal arts college, although a graduate professional program was planned from the beginning.

According to the School's first catalog from February 1930, "Throughout its history the sons of Princeton have been prominent in the service of the nation-statesmen, soldiers, judges, diplomats, men of science and men of letters, leaders of religious thought at home and abroad. It was this background which prompted Woodrow Wilson in 1896 to define the University's destiny as: 'Princeton in the Nation's Service'...Upon this foundation Princeton has established the School of Public and International Affairs which will...prepare [its students] for the new movement in national and world affairs."

The graduate professional program was added in 1948. That same year the School was renamed to honor Woodrow Wilson, the 28th president of the United States, who was a member of Princeton's Class of 1879, governor of the State of New Jersey, and the 13th president of Princeton University. The phrase "Princeton in the Nation's Service" was the theme of two speeches Wilson gave at the University, first during its sesquicentennial celebration in 1896, and again at his inauguration as the University's president in 1902.

In the 1990s, the motto was expanded by then-president, Harold T. Shapiro, to read "Princeton in the Nation's Service, and in the Service of All Nations" and in 2016, the scope of the motto was broadened further under the leadership current president, Christopher Eisgruber, to "Princeton in the Nation's Service and the Service of Humanity." It is a concept that Princeton and the Woodrow Wilson School regard as an educational mission.

In 1961, Charles '26 and Marie Robertson provided a historic gift to expand and strengthen the graduate school as a place where men and women dedicated to public service could obtain the knowledge and skills that would qualify them for careers in government service, particularly in the areas of international relations and affairs, upon graduation or later in their careers. In doing so, the Robertsons hoped to reach a larger ultimate objective: to strengthen the government of the United States and increase its "ability and determination to defend and extend freedom throughout the world." The gift and the foundation it funded were initially anonymous. The "X Foundation" provided the means to build Robertson Hall, greatly expand the number of graduate students in the M.P.A., M.P.P., and Ph.D. programs, and build a world-class faculty in multiple disciplines.

Today, the School educates a wide range of students from the U.S. and around the world who seek to apply their knowledge and skills to the solution of vital public problems in both the domestic and international realms. The School boasts a faculty of superb scholars and practitioners in disciplines that include politics, economics, sociology, psychology, physics, molecular biology, and geosciences. These faculty members, individually and as members of world-class research centers and programs, add depth and vitality to the teaching program through policy research that influences the international and domestic environment.

# Career Development and Alumni Relations Graduate Program

The Career Development and Alumni Relations office provides coaching and assistance to Woodrow Wilson School master and doctoral degree candidates who are seeking summer internships, part-time internships, or permanent jobs. The office also assists alumni with career development and provides guidance to alumni who are returning to the job market.

The office maintains communication with its established contacts for information about job opportunities and seeks new contacts in all areas of public affairs. The office also stays in touch with the School's graduates, asking their advice and assistance in employment matters.

In addition to maintaining extensive records on alumni career outcomes and reference materials in its WooConnect portal, the office organizes panels discussions featuring the School's alumni and other professionals who provide guidance describe to students the working environment and career opportunities in various areas of public affairs. The Career Development and Alumni Relations office also provides career coaching, professional development workshops, training sessions, networking receptions, and. information sessions featuring prospective employers.

The career development and alumni relations staff is able to provide personal career guidance for each student because of the School's relatively small student body. Each student is encouraged to develop a well-defined sense of his or her abilities, interests, and motivation, and to draw parallels to specific jobs and organizational settings. Through the Career Development and Alumni Relations office, each student undertakes a job search using job notifications, personal references, alumni, and other contacts.

## WooConnect

All organizations interested in posting job descriptions through the Career Development and Alumni Relations office should periodically submit up-to-date listings. The most effective way to make a job or internship opportunity available to our graduate students and alumni is to create an account in our WooConnect system to post your organization's announcement. We also welcome organizations offering internships, fellowships, and/or jobs designed specifically for WWS graduate students to send brief notices for distribution through the School's weekly career newsletter, Woos News. Student and alumni focused versions of Woos News are produced weekly and distributed on Fridays throughout the year. Correspondence should be directed to Barbara A. Hampton, Director of Career Development and Alumni Relations, Graduate Program Office at (609) 258-4813, or e-mail [bhampton@princeton.edu](mailto:bhampton@princeton.edu). WooConnect registration is available through our web site





# Recruiting at the Woodrow Wilson School

## **On-Campus Recruiting**

Many organizations have found on-campus recruiting to be a highly effective method by which to screen candidates. This is not only a good opportunity to meet with students, but also an excellent time to impart information about your organization to students, meet faculty members, or visit classes in session. If your organization would like to interview M.P.A., M.P.P., or Ph.D. students at the Woodrow Wilson School, please call or e-mail to discuss your needs.

## **Requesting Résumés**

In September of each year, the Career Development and Alumni Relations office asks graduating students who are seeking career positions and first-year M.P.A. students – all of whom are required to undertake summer internships – to submit copies of their resumes for our files. Packets drawn from these files can be sent to organizations upon request.

## **Reserving a Recruiting Date on Campus**

Each year, the office schedules recruiting visits, usually from September to April. Most recruiters contact our office during the summer in order to reserve a date for the fall or spring semester. Interview schedules are arranged for the convenience of the recruiter. A typical interview schedule consists of 30-minute interviews. Generally, recruiters arrive at 9:00 a.m. and complete their interviews by 5:00 p.m. We also request that our facilities only be used to interview graduate students currently attending the Woodrow Wilson School, although exceptions are sometimes made for interviews with other Princeton University students. Please contact Emily Sharples, Assistant Director of Career Development and Alumni Relations at (609) 258-0958 or e-mail [esharples@princeton.edu](mailto:esharples@princeton.edu) to make arrangements for your visit.

## Information Sessions

Information sessions, during which recruiters speak to our students about their organizations, can be held anytime during the recruiting season. These sessions are usually held at 12:15 p.m. or 4:30 p.m., when classes are not normally scheduled. Information session dates are usually reserved at the same time that interviewing dates are set. If any special audio-visual equipment is required or if you want to conduct a virtual session, please let us know when you make your reservation.

## Upon Arrival at the Woodrow Wilson School

Recruiters should arrive at the Career Development and Alumni Relations office (Room 2-C-11, Green Hall, 2nd Floor) at least 15 minutes before the first appointment of the day. They will be greeted by a member of the staff and given a folder containing their room assignment(s), schedule for the day, and other information.

## Student Interviews

The Career Development and Alumni Relations office asks each organization to indicate how interviewees will be selected:

*Prescreened.* Recruiters pre-select students by reviewing the résumés of interested students, which the office will forward through WooConnect. Recruiters should inform the office of preselected students prior to the interview date.

*Open.* Organizations preferring an “open” schedule interview all students who have indicated an interest in interviewing with them.

*Combination Schedule.* This schedule allows maximum flexibility should an organization wish to have a portion of its schedule prescreened and the remainder of the interview times left open for those students who were not pre-selected to interview.

## Follow-up with Students

After an initial or second interview, students need timely information regarding their status with your organization. The following guidelines are useful in maintaining an open channel of communication among recruiters, students, and the Career Development and Alumni Relations office.

- ✓ After each interview, tell the student the date by which you will respond with further information regarding his or her candidacy.
- ✓ Let students know as soon as possible whether they are under consideration, on hold, or no longer under consideration.
- ✓ Advise those students whom you wish to invite back for second or third interviews of the procedures they must follow and your policy on reimbursement for travel, lodging, and meals. The Woodrow Wilson School will partially subsidize student travel to and from interviews with public or non-profit organizations but will not pay for meals, accommodations, or other expenses.
- ✓ When offering a summer internship, be sure to include information about beginning and ending dates, duties and responsibilities, the name of the reporting supervisor, and amount of compensation.
- ✓ When offering any position, establish a mutually satisfactory date by which the student must accept or decline. Offers should be confirmed, in writing, within one week of acceptance, directly with the candidate.
- ✓ Keep in frequent contact with the student until he or she is on board with your organization.
- ✓ Please keep the Career Development and Alumni Relations staff informed of the number of students interviewed, offers extended, and the number of students hired.

## Long-Distance Recruiting

Organizations that cannot visit the Woodrow Wilson School are encouraged to share job descriptions online through the WooConnect internal job board and/or through the Woos News career newsletter. Virtual information sessions can also be arranged through the Career Development and Alumni Relations office. After positions are posed, interested students will respond by sending resumes and cover letters by email, applying through your web site, and/or submitting application materials through WooConnect that will be forwarded after the application deadline. Recruiters may follow up with students directly or through the Career Development and Alumni Relations office. We also advertise appropriate vacancies to our graduate alumni who return to the job market.



# Degree Programs at the Woodrow Wilson School

## **Master in Public Affairs (M.P.A.)**

The M.P.A. degree program trains generalists—men and women who are able to deal with public policy problems in manageable components. The School's students are taught sophisticated analytic techniques, making them adept at administration and incisive in analysis and evaluation. The School teaches individuals to create, implement, analyze, and interpret policy in the domestic and international arenas.

Graduates of the School pursue widely varied careers in the federal government of the United States, the governments of foreign countries, international organizations, state and local governments, think tanks, nonprofit organizations such as public authorities and foundations, consulting firms, and the private sector.

## **Curriculum**

The curriculum of the M.P.A. program includes a small number of required courses that address skills and techniques needed for the systematic study and analysis of public policy problems. These courses cover political and organizational analysis, quantitative methods, and economic analysis. In order to ensure that knowledge gained in the classroom can be applied effectively to real-world situations, the School also offers a series of skill-development workshops that address a variety of topics, including interviewing skills, public speaking, media communication, nonprofit consulting, salary negotiation, resume writing, and job search strategies.

Each M.P.A. candidate selects a policy field in which to specialize. Students are examined broadly in their fields of concentration, regardless of their detailed course selections. This is a two-year program; about 65-70 students are enrolled in each M.P.A. class.

The School's four areas of concentration are:

*Field I: International Relations.* Concerns the international system and the behavior of states, encompassing political and security affairs as well as international economics;

*Field II: Development Studies.* Examines the factors involved in economic development and political and social modernization throughout the world;

*Field III: Domestic Policy.* Focuses on the domestic policy agenda; policymaking at the federal, state, and local levels; and the relationships among government agencies;

*Field IV: Economics and Public Policy.* Cuts across the other fields and allows more intensive training in economic analysis for students whose substantive interests lie in Fields I, II, or III.

The variety of courses available in the School and the associated departments of Princeton University make it possible to tailor programs of study to the interests of individual students. Please see the School's web site, [wws.princeton.edu](http://wws.princeton.edu), for a complete list of courses.

## **Joint-Degree and Certificate Programs**

Some students want to combine the study of public policy with the study of a related discipline. To accommodate these students, the Woodrow Wilson School offers the joint degree and certificate programs described below.

### **Master in Public Affairs/Juris Doctor (M.P.A./J.D.)**

This four-year program recognizes that some students will find it useful to combine the study of law with the study of public affairs. In cooperation with selected law schools, students interested in environmental or economic regulation, human rights, global governance, trade, civil liberties, the war on terrorism, and other topics use these combined degrees to expand their range of opportunities and broaden their horizons of understanding.

### **Master in Public Affairs/Master in Business Administration (M.P.A./M.B.A.)**

This four-year program recognizes that some public affairs candidates will find it useful to integrate business administration studies into their academic program. Woodrow Wilson School's M.P.A. candidates who also applied and were admitted to Stanford University's Graduate School of Business prior to their enrollment can pursue this dual degree option.

### **Certificate in Health and Health Policy (HHP)**

This Certificate prepares students for careers in health-related areas. The required core courses provide a foundation in health policy and epidemiology. The electives are chosen from a set of courses on a range of topics, including health economics, public health and public policy, healthcare policy in developing countries, and HIV/AIDS. It is designed to be relevant for students with both domestic and international interests, and can be combined with any of the four fields (see page 12).

### **Certificate in Science, Technology and Environmental Policy (STEP)**

STEP students explore the relationship between public policy and science and technology. Scientific understanding should form an important part of the basis of effective public policy, and public policy has a strong influence over the development and application of science and technology. Special attention is afforded to areas of current global concern, including weapons of mass destruction, genetic modification, climate change, biodiversity, global air pollution, environmental economics, and patterns of disease.

### **Certificates in Urban Policy (UP)**

The UP Certificate stresses the social, economic, and political dimensions of urban problems, and equips students to contribute to debates on segregation, schooling, crime, housing, environmental quality, public service, migration, labor markets, and the fiscal and management problems that preoccupy urban governments today. T



## **Master in Public Policy Degree (M.P.P.)**

M.P.P. candidates come from a variety of educational and professional backgrounds; their courses of study at the Woodrow Wilson School naturally will reflect this diversity. They typically undertake programs of study that combine general courses in quantitative methods, policy analysis, and public management with more specialized courses chosen from the School's four fields of concentration (see page 11).

### **M.P.P. for Mid-Career Professionals**

This is a full-time, one year in-residence degree program that provides rising leaders in international and domestic public policy with an opportunity to broaden their economic, policy, and leadership skills. Mid-career professionals generally have significant public sector work experience ranging from 10 to 20 years, and must have a minimum of seven years or more of public service experience in government agencies or nonprofit organizations in the U.S. and abroad.



## Ph.D. in Public Affairs

To meet the need in public affairs for individuals with specialized skills in social science research and its policy applications, the Woodrow Wilson School offers a program leading to the degree of Doctor of Philosophy in Public Affairs. Recipients of the School's Ph.D. degree have a variety of potential career paths, including positions in academia, public, nonprofit, and private agencies, and research organizations. The program is organized into two academic clusters:

- Security Studies

This cluster is designed to prepare Ph.D. students for rigorous, policy-relevant research on the major threats to international and national security in the 21st century and the relevant strategies, institutions, and capabilities that will be needed to confront those threats. Topics of study include the grand strategies of the major powers; arms competitions; coercive diplomacy; terrorism; proliferation of weapons of mass destruction; rapid shifts in regional and global distributions of capabilities; insurgency, civil war, and regional political instability; military force composition and capability; civil-military relations; and innovations in military technologies (e.g. cyber-warfare capabilities, anti-satellite weapons, accurate ballistic missiles). The cluster combines social science training in international security and national defense policy, focused study of specific regions of the world, and exploration of the technical and scientific aspects of proliferation, weapons innovations, terrorist and counterterrorist operations, and insurgency and counterinsurgency warfare

- Science, Technology and Environmental Policy (STEP)

This cluster applies natural science, engineering, or social science methodology to important policy questions related to science, technology, and their impacts on society and the environment, and also emphasizes interactions among natural and social science and engineering in policy analysis. A curriculum in STEP helps its students to develop a deeper understanding of: (1) the nature of scientific, environmental, and technological problems and opportunities for solutions; (2) the specialized methods used for analyzing issues involving science and technology; and (3) the dynamics of science and technology development and application.

# Professional Experience

Woodrow Wilson School students integrate classroom experience with relevant professional experience during their years at the School. The Career Development and Alumni Relations office assists M.P.A. students with all of the following:

## **Summer Internship**

The summer between the first and second academic years is an integral part of the M.P.A. program. The School requires that each student use the summer months to gain professional experience by working in an organization in the United States or abroad that is relevant to his or her career interests and course of study. This internship must be full time and at least 10 weeks in duration and can be unpaid. The School has funds to support first-year MPA students in unpaid internships in the public and non-profit sectors.

## **Middle Year Out**

The School encourages M.P.A. students who wish to take an optional year between their first and second years to gain work experience, and in some cases, to develop proficiency in a foreign language. The School has no funds to support such year-long internships, however.

## **Part-Time Work Assignments During the Fall or Spring Semesters**

Woodrow Wilson School graduate students may accept a professional-level field internship during the fall or spring semesters on a not-for-credit basis. Students who accept internships must maintain their normal course load. Students can work no more than 10 hours per week for the 10 weeks of each semester. Students do not have to be paid to perform part-time or internship work assignments, although students can be paid if the employer chooses to do so.

## Full Time Jobs

The School invests considerable resources to assist students and graduates in securing professional employment. The first jobs taken by the School's graduates reflect the diverse interests and backgrounds of its students and the international and domestic focuses of the School. These positions also reflect the School's four fields of concentration and its joint-degree programs in law and urban and regional planning. The School's graduates select their first jobs from a wide array of opportunities in the government, nonprofit and private sectors. Their subsequent career paths demonstrate the high mobility that is characteristic of Woodrow Wilson School graduates.

### M.P.P. Class of 2018

- Public sector (69%)
- Private sector (6%)
- Additional Education (6%)
- Non-Profit sector (19%)

### M.P.A. Class of 2018

- Public sector (48%)
- Non-Profit sector (32%)
- Private sector (14%)
- Additional Education (5%)
- Unreported (1%)

# Careers of Graduate Alumni of the Wilson School

The Woodrow Wilson School's graduate alumni number more than 4,500, many of whom have built diverse careers as leaders and agents for change in the public policy arena. They find challenging opportunities as policymakers, administrators, and managers in government at all levels and in nongovernmental organizations, multilateral organizations, foundations, policy and research institutes, political and advocacy groups, community and economic development organizations, the media, consulting firms, and financial enterprises—both in the United States and abroad. Below is a partial listing of organizations that have employed our graduates in recent years.

## **International Relations**

- Council on Foreign Relations
- Defense Intelligence Agency
- Federal Bureau of Investigation
- Google
- Human Rights Watch
- InterAction
- International Crisis Group
- Israeli Minister of Foreign Affairs Office
- Japanese Ministry of Foreign Affairs
- LMI Government Consulting
- New York City Police Department
- Center for Constitutional Rights
- Creative Associates International
- Emerging Public Leaders
- Government of Japan, Ministry of Economy, Trade and Industry
- Human Rights First
- International Rescue Committee
- National Skills Development Corporation (Indian Ministry of Finance)
- Office of the Director of National Intelligence

- Office of Senator Catherine Cortez Masto (D-NV)
- REACH Initiative
- Southern Poverty Law Center
- Stimson Center
- U.S. Department of State
- U.S. Department of Treasury, Office of International Affairs
- U.S. Forest Service
- Vertical Knowledge
- Domestic Policy Council
- White House Energy & Climate

## **International Development**

- Acumen Fund
- African Development Bank
- The Bill & Melinda Gates Foundation
- Brazil Ministry of Planning
- Bridgespan
- Catholic Relief Services
- Chemonics International
- The Clinton Foundation
- Doctors Without Borders
- EkStep Foundation
- Evidence Action

- Globesight
- HKS Government Performance Lab
- ICF International
- ideas42
- Family Care International
- Innovations for Poverty Action
- International Food Policy Research Institute
- International Monetary Fund
- International Rescue Committee
- Kaiser Family Foundation
- Mercy Corps
- Millennium Challenge Corporation
- National Democratic Institute
- New York City Mayor's Office of Immigration Affairs
- Population Services International
- Resources for the Future
- The Rockefeller Foundation
- Save the Children
- Sesame Workshop
- UNICEF
- UN World Food Programme
- U.S. Agency for International Development
- World Bank

- World Bank
- The Urban Institute
- UNOCHA
- U.S. Agency for International Development
- U.S. Department of State
- World Food Programme

### **Domestic Policy**

- Arizona Joint Legislative Budget Committee
- Baltimore City Public Schools
- California Legislative Analyst's Office
- California Governor's Office for Education
- Center on Budget and Policy Priorities
- Center for American Progress
- Chicago Jobs Council
- City of Long Beach, CA
- City of Seattle, WA
- Connecticut RISE Network
- The Century Foundation
- CUNY Institute for State and Local Governance
- Colorado Department of Education
- District of Columbia Government, Department of Human Services
- District of Columbia Public Schools
- Federal Energy Regulatory Commission
- Iowa State Government
- LMI Government Consulting
- Lumina Foundation
- Mathematica Policy Research
- ideas42
- Local Initiatives Support Corp.
- Massachusetts Medicaid Office
- Mathematica Policy Research
- National Governors Association
- New America Foundation

- New Jersey Office of Management & Budget
- New York City Economic Development Corporation
- New York City Department of Education
- New York City Mayor's Office
- Oregon Department of Environmental Equality
- Partners Healthcare System
- Pennsylvania Governor's Office of Policy & Planning
- Philadelphia Mayor's Office
- Port Authority of New York and New Jersey
- Regional Planning Association
- Robert Bosch Foundation Fellowship
- The Kresge Foundation
- The Rockefeller Foundation
- Reserve Bank of Australia
- Root Capital
- Twitter
- U.S. Congress Joint Economic Committee Staff
- U.S. Department of Agriculture
- U.S. Department of Education
- U.S. Department of Energy
- U.S. Department of Health and Human Services
- U.S. Department of Housing and Urban Development
- U.S. Department of Justice
- U.S. Department of Labor
- U.S. Department of Treasury
- U.S. Department of Transportation
- U.S. Environmental Protection Agency
- U.S. Government Accountability Office
- U.S. Office of Management & Budget
- University of Chicago Poverty Lab
- White House Domestic Policy Council
- White House Fellows Program
- World Trade Organization

### **Applied Economics**

- Abt Associates
- ACCION International
- Analysis Group
- Asian Development Bank
- Bipartisan Policy Center
- Bridgespan
- California Legislative Analyst's Office
- Clinton Health Access Initiative
- Congressional Budget Office
- Consumer Finance Protection Bureau
- Deloitte & Touche Public Sector Practice
- Deutsche Bundesbank
- Export-Import Bank of the United States
- Federal Reserve Bank of New
- Google
- ideas42
- Inter-American Development Bank
- International Finance Corporation
- International Growth Centre
- International Food Policy Institute
- International Labour Organization
- International Monetary Fund
- J-PAL
- McKinsey & Company
- National Economic Research Associates
- New York City Department of Finance
- New York City Independent Budget Office
- New York City Mayor's Office of Management & Budget
- Reserve Bank of Australia
- State of Vermont Joint Fiscal Office
- The World Bank
- U.S. Department of Energy
- U.S. Energy Information Administration

# Travel and Accommodations

## Travel to the Woodrow Wilson School

The Office of Graduate Career Services is located on the 1st floor of Robertson Hall, at the corner of Washington Road and Prospect Avenue on the campus of Princeton University in Princeton, NJ.

### Car

From the New York City area. Take New Jersey Turnpike south to Exit 9. After toll, turn right onto Route 18 north. Bear left (approximately 1/4 mile) at the fork and turn right (approximately 1/4 mile) at the sign for Route 1 south to Trenton. Follow Route 1 about 18 miles and exit to the right onto Route 571 (Washington Road). Robertson Hall is on the right, at the corner of Washington Road and Prospect Avenue, the third traffic light from Route 1.

From the south. Take New Jersey Turnpike north to Exit 8. Turn left onto Route 33 and follow signs to Route 571 West. Continue for approximately 12 miles to Route 1. Cross Route 1; Route 571 becomes Washington Road. Robertson Hall is on the right, at the corner of Washington Road and Prospect Avenue, the third traffic light after crossing Route 1.

Coming from Philadelphia via Route 95. Take Route 95 north to Route 206 north, the Lawrenceville exit. Follow Route 206 for about 15 minutes directly onto Nassau Street in Princeton. Continue past the campus's main gate on the right. Turn right onto Washington Road. Go two blocks to Prospect Avenue. Robertson Hall is on the left, at the corner of Washington Road and Prospect Avenue, at the first traffic light.



## **Parking**

On-campus guest parking can be found on the map at: <http://www.princeton.edu/main/visiting/aroundcampus/parking>. There is also metered parking along Prospect Avenue.

## **Bus**

From New York City, Port Authority Terminal. Suburban Transit/Coach USA (800) 222-0492, runs regularly scheduled bus service from the New York City Port Authority Bus Terminal, 8th Avenue and West 41st Street, to Palmer Square, directly across from the campus's main gate. Buses to and from New York City leave every half-hour during most of the day. Travel time is approximately ninety minutes. A ticket must be purchased before boarding.

## **Train**

From New York City, Penn Station. New Jersey Transit at (973) 275-5555 or at [www.njtransit.com](http://www.njtransit.com), runs regular half-hour service between New York Penn Station, West 33rd Street and 7th Avenue, and Princeton Junction, located on the Northeast Corridor line spanning New York (Penn Station) to Trenton. AMTRAK (800) 872-7245 or [www.amtrak.com](http://www.amtrak.com), also makes stops at Princeton Junction, but its service is infrequent and tickets are more expensive. From Princeton Junction, the “Dinky” (shuttle train) makes the five-minute trip to the Alexander Road Station on the edge of campus. Tickets should be purchased before boarding to avoid a surcharge.

### **Train (cont.)**

From Washington, DC, Union Station. Take AMTRAK (800) 872-7245 or [www.amtrak.com](http://www.amtrak.com) to Princeton Junction (or Trenton if the train you want does not stop in Princeton Junction). From Princeton Junction, the “Dinky” makes the five-minute trip to the Alexander Road Station on the edge of campus. For AMTRAK trains that do not stop at Princeton Junction, exit at Trenton. From Trenton, take either NJ Transit to Princeton Junction, and then the “Dinky” to the Alexander Road Station on the edge of campus, or take a taxi directly from Trenton or Princeton Junction to the Woodrow Wilson School.

If you choose not to take the “Dinky” from Princeton Junction to campus, taxis are usually available at the station; the drive to the Woodrow

Wilson School (Robertson Hall) takes approximately five minutes. From Trenton, the taxi ride is about 15-20 minutes, depending upon traffic.

### **Air**

Princeton is approximately one hour away from both Newark and Philadelphia airports by car.

## **Limousine**

Excellent scheduled service is available between Princeton and Newark International Airport through the State Shuttle at (609) 587-6600. The State Shuttle departs from the Nassau Inn daily, every two hours at quarter past the hour from 5:15 a.m. to 11:15 a.m. and every hour from 11:15 a.m. to 3:15 p.m.. Service from Newark Airport to the Nassau Inn runs daily every two hours from 11:15 a.m. to 5:15 p.m. and every hour from 5:15 p.m. to 9:15 p.m..

A-1 Limousine, at (609) 951-0070 or (800) 367-0070, provides individual service.

## **Taxis**

A-1AAA Princeton Taxi stand is located just outside the University's main gate on Nassau Street. Telephone: (609) 921-1177 or (609) 924-1756

## Hotels and Motels

### Princeton

*Nassau Inn (609) 921-7500 or 1-800-862-7728*  
Palmer Square, Princeton (walking distance)

*Peacock Inn (609) 924-1707*  
20 Bayard Lane, Princeton (walking distance)

### Route One, Northeast of Princeton

*Best Western Princeton Manor & Suites (732) 329-4555*  
4191 U.S. Highway 1 South  
Monmouth Junction, NJ (7 miles)

*Courtyard by Marriott (609) 716-9100*  
3815 U.S. Route 1 South at Mapleton Road, Princeton  
(2 miles)

*Doubletree Hotel Princeton (609) 452-2400*  
4355 U.S. Route 1 South at Ridge Road, Princeton  
(5 miles)

*Hampton Inn (609) 951-0066*  
4385 US Route 1 South, Princeton (2 miles)

*Holiday Inn (609) 520-1200*  
100 Independence Way, Princeton (5 miles)

*Homewood Suites by Hilton Princeton (609) 720-0550*  
3819 U.S. Route 1 South, Princeton (2 miles)

*Marriott Princeton Hotel and Conference Center at Forrestal (609) 452-7800*  
100 College Road East, Princeton (5 miles)

*Residence Inn (732) 329-9600*  
4225 U.S. Route 1, Princeton (5 miles)

*Staybridge Suites (609) 951-0009*  
4375 U.S. Route 1 South, Princeton (5 miles)

*Sonesta ES Suites (609) 951-0009*

4375 U.S. Route 1, Princeton (5 miles)

*Westin Princeton at Forrestal Village (609) 452-7900*

201 Village Boulevard, Forrestal Village, Princeton  
(4 miles)

*Wyndham Princeton Forrestal Hotel & Conference Center (609) 936-4200*

900 Scudders Mill Road, Plainsboro (4 miles)

### **Route One, Southwest of Princeton**

*Chauncey Conference Center (609) 921-3600*

Rosedale Road, Princeton (2 miles)

*Hyatt Place Princeton (609) 720-0200*

3565 U.S. Route 1 South, Princeton (3 miles; MarketFair Mall)

*Hyatt Regency (609) 987-1234*

102 Carnegie Center, U.S. Route 1 North, Princeton  
(1.5 miles)

*Palmer Inn, a Clarion Hotel (609) 452-2500*

3499 U.S. Route 1 South, Princeton (3 miles)

*Residence Inn (609) 799-0550*

3563 U.S. Route 1 South, Princeton (3 miles)

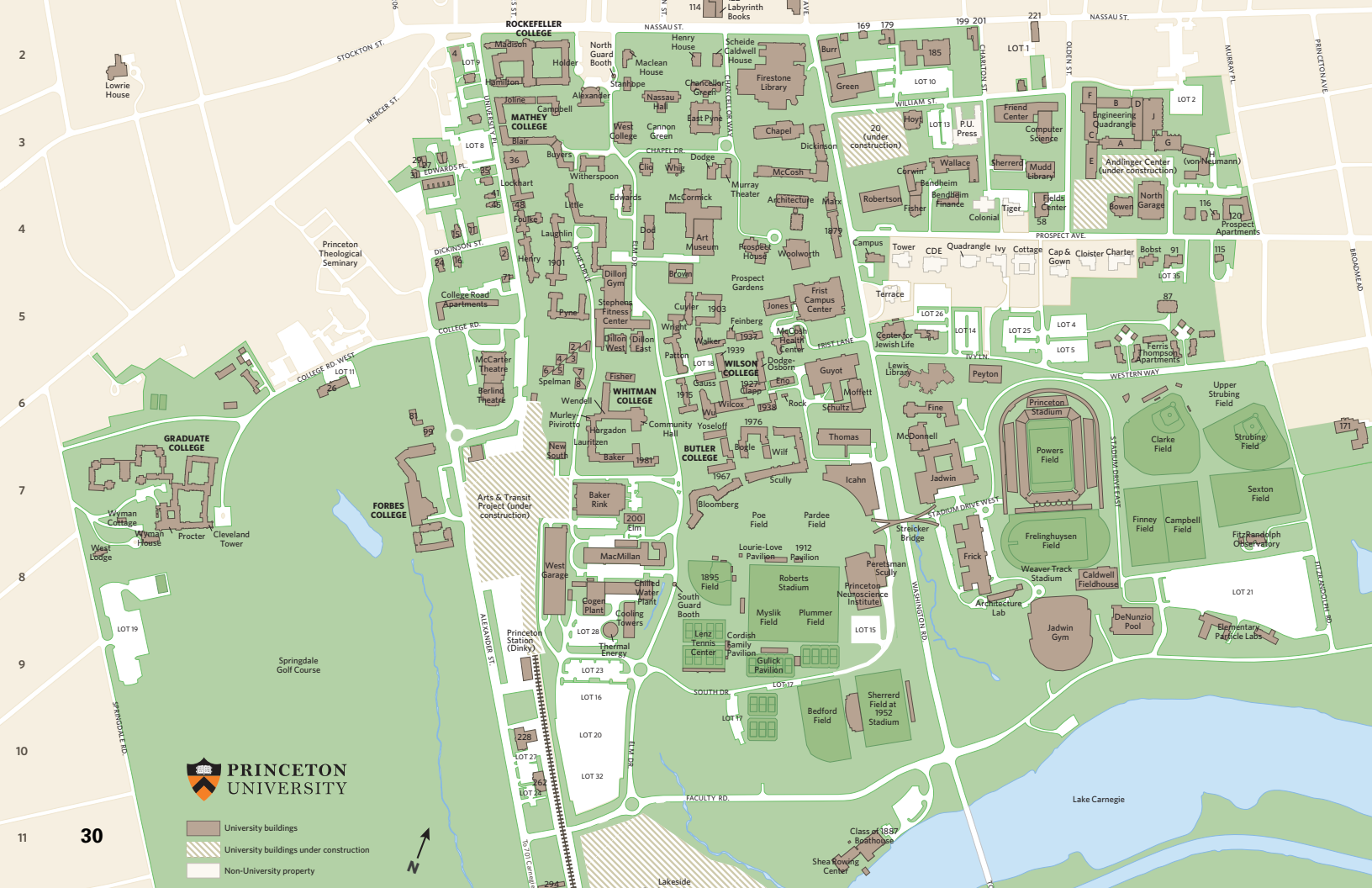


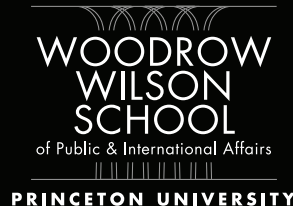
PRINCETON  
UNIVERSITY

- University buildings
- University buildings under construction
- Non-University property



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Career Development and Alumni Relations  
Graduate Program Office

## **Recruiter's Equal Employment Opportunity Affirmation\***

In order to participate in on-campus recruitment at Princeton University's Woodrow Wilson School of Public and International Affairs, an employer must endorse the following statement:

"I affirm that our organization is an equal opportunity employer and that our organization offers employment without regard to race, color, religion, sex, sexual orientation, national or ethnic origin, disability unrelated to job program requirements, or marital status, except for affirmative action programs."

**Recruiting Organization** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

\*Princeton University policy stipulates that only employers who are able to sign and adhere to the above affirmation will be permitted to conduct campus interviewing under the auspices of the Woodrow Wilson School's Career Development and Alumni Relations office. Failure to provide this signed form will delay and could cancel your on-campus recruiting arrangements.

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