

# UPSTATE

## MEDICAL UNIVERSITY

### OFFICE OF DIVERSITY & INCLUSION

### DIVERSITY RECRUITMENT RESOURCES DIRECTORY

This directory is intended to be an entry door to culturally diverse publications, internet/web resources, and job service agencies for employment recruitment purposes, and act as a resource in creating diverse applicant pools. Listing of a publication, web site, or job service agency does not imply endorsement by SUNY Upstate Medical University or the compiler of this directory. This directory will be updated on a regular basis. It is not “inclusive” and suggestions and recommendations are more than welcome and encouraged.

For specific professions diversity recruitment resources such as physical therapy, or for assistance during the selection process/search, please call 464-5234 or email [johnsone@upstate.edu](mailto:johnsone@upstate.edu). Please note that resources listed in this directory may require a fee. Diversity recruitment resource suggestions and recommendations are welcome for consideration!

### Get Involved

[www.whitehouse.gov/joiningforces](http://www.whitehouse.gov/joiningforces)

**1% of Americans may be fighting our wars, but we need 100% of Americans to be supporting our troops and their families. Mrs. Michelle Obama and Dr. Jill Biden are asking Americans to get involved in any way they can.**

**At Upstate Medical University we strongly support & encourage the hiring of qualified veterans**

*(Veteran employment recruitment resources are included in this directory.)*

#### Directory Contents:

Tips for hiring department managers/supervisors

Diversity recruitment resources:

Syracuse Metro Area/Central New York

New York State

National

## TIPS FOR HIRING MANAGERS/SUPERVISORS

Understand how the selection process works.

Hiring managers should:

- ~Develop specific requirements for open positions before recruitment begins.
- ~Understand and practice diversity objectives.
- ~Expand pools of interviewees to include non-traditional candidates.
- ~Human Resources Recruiters should provide hiring managers with metrics on the candidate pools after selections are made.
- ~Tailor outreach efforts to specific positions and their requirements.
- ~Use local and national resources.
- ~Develop personal relationships with recruitment sources.
- ~Help representatives understand your company and its needs.
- ~Tailor employment advertising to non-traditional candidates.
- ~Avoid using recruitment sources that are unable to provide viable candidates.

Please call 464-5234 for questions about the hiring process and additional tips.

## DIVERSITY RECRUITMENT RESOURCES

### SYRACUSE METRO AREA

#### **City-Wide Coalition of Urban Pastors**

Rev. Dr. Leslie Johnson, President  
105 Gaynor Avenue  
Syracuse, NY 13206  
\*Contact ODI for more info, 464-5234

#### **CNY Employment Guide (Print, Bi-Weekly)**

Contact: Julie Galvin, [jgalvin@cnylink.com](mailto:jgalvin@cnylink.com)  
5910 Firestone Drive  
Syracuse, New York 13206

#### **CNY Latino (Print, Monthly)**

1529 Woodmancy Road  
Tully, New York 13159-9791  
Contact: Hugo Acosta, [hacosta@cnylatino.com](mailto:hacosta@cnylatino.com)  
(315) 415-8593 office  
(315) 696-8593 home  
(315) 696-0146 fax  
[www.cnylatino.com](http://www.cnylatino.com)

#### **CNY Works/New York State Department of Labor**

443 N. Franklin St., Lower Level  
Syracuse, NY 13204  
(315) 473-8250  
[www.cnyworks.com](http://www.cnyworks.com)  
[www.labor.state.ny.us](http://www.labor.state.ny.us)

#### **In Good Health (Print, Monthly)**

P.O. Box 276  
Oswego, NY 13126  
Contact: D. Wagner  
(315) 342-1182  
(315) 326-0148 fax  
[www.CNYhealth.com](http://www.CNYhealth.com)

#### **JOBSPlus! (CNY Works' Partner)**

677 South Salina Street  
Syracuse, NY 13204  
(315) 442-3242  
[www.jobsplus.cc](http://www.jobsplus.cc)

**On Point for College, Inc.**

1654 W Onondaga St.

Syracuse, NY 13204

Voice: (315) 362-5003

Fax: (315) 424-6045

[www.onpointforcollege.org](http://www.onpointforcollege.org)

**Syracuse Area Black Nurses Association**

Contact: Tanya Hicks, 464-5895, [hickst@upstate.edu](mailto:hickst@upstate.edu)

**Urban CNY – The Constitution (Print, Monthly)**

Send mail c/o Eagle Media

5910 Firestone Drive

Syracuse, NY 13206

Contact: Ken Jackson, [kjackson@urbancny.com](mailto:kjackson@urbancny.com)

(315) 422-7778 Phone

(315) 434-8883

**Urban Illustrated (Print, Bi-Monthly)**

P.O. Box 894

Syracuse, NY 13205)

Contact: Sean Herring, [sean@urbanillustrated.com](mailto:sean@urbanillustrated.com)

(315) 876-0512

[www.urbanillustrated.com](http://www.urbanillustrated.com)

## New York State

### **Afro-American Times**

11295 Atlantic Avenue, 2F  
Brooklyn, NY 11216  
(718) 636-9500

### **Amsterdam News**

2340 8<sup>th</sup> Ave  
New York, NY 10027  
212-932-7400  
Fax: 212-932-7467  
[www.amsterdamnews.org](http://www.amsterdamnews.org)

### **Buffalo Challenger**

1337 Jefferson Avenue  
Buffalo, NY 14208  
Phone: (716) 897-0442  
Fax: (716) 897-3307

### **Buffalo Criterion**

623-625 William Street  
Buffalo, NY 14206  
(716)882-9570,  
<http://www.thebcn.com/criterion/news>

### **Communicade**

Okang Communication Corp.  
104 Magnolia Street  
P.O. Box 60739  
Rochester, NY 14606  
716-235-6695

### **Corporate Diversity Search, inc.**

P .O. Box 1086  
Webster, N.Y. 14580  
Contact: [oates@corpdiversitysearch.com](mailto:oates@corpdiversitysearch.com)  
Phone: (585) 787-0537  
Fax: (585) 787-1321

### **New York State For Veterans, inc.**

P. O. Box 833  
Clifton Park, NY 12065  
Phone: (518) 877-8094  
Fax: (518) 877-7253

### **Panaroma Hispanic Newspaper**

565 Niagara Street  
Buffalo, NY 14201  
(716) 882-5887

## NATIONAL

### **Affirmative Action Register**

8356 Olive Blvd.  
St. Louis, Missouri 63132  
(314) 991-1335, (800) 537-0655  
Fax (314) 997-1788  
[aareeo@concentric.net](mailto:aareeo@concentric.net)

### **Americas Job Exchange**

[www.americasjobexchange.com](http://www.americasjobexchange.com)

### **Diverse Issues in Higher Education**

10520 Warwick Avenue, Suite B-8  
Fairfax, VA 22030-3136  
Phone: 1 (800) 783-3199 or (703) 385-2981  
Fax: (703) 385-1839  
[www.diverseeducation.com](http://www.diverseeducation.com)

### **Diversity Inc.**

[www.diversityinc.com](http://www.diversityinc.com)

### **Diversity health works**

[www.diversityhealthworks.com](http://www.diversityhealthworks.com)

### **Employer Assistance Referral Network**

**1-(866)327-6669**

[www.earnworks.com](http://www.earnworks.com)

### **EOE Journal**

608 E. Missouri Avenue  
Phoenix, AZ 85012  
1-800-396-3376  
[www.eoejournal.com](http://www.eoejournal.com)

### **Hire Heros USA**

100 North Point Center East, Suite 200  
Alpharetta, GA 30022  
Phone: 1-866-915-HERO  
Fax: 678-248-8398  
[www.hireherosusa.org](http://www.hireherosusa.org)

### **Hispanic Association of Colleges & Universities**

National Headquarters  
8415 Datapoint Drive, Suite 400  
San Antonio, TX 78229  
(210) 692-3805 (voice)  
(210) 692-0823 (fax)  
E-mail: [hacu@hacu.net](mailto:hacu@hacu.net)  
[www.hacu.net](http://www.hacu.net)  
U.S. higher education institutions with large  
Hispanic population.

### **Institute for Diversity in Health Management**

[www.diversityconnection.org](http://www.diversityconnection.org)

### **Job accommodation Network**

P.O. Box 6080  
Morgantown, WV 26506-6080  
(800) 526-7234 or (304) 293-7184  
[www.jan.wvu.edu](http://www.jan.wvu.edu)

### **National Minority Update**

Email: [nmupub@aol.com](mailto:nmupub@aol.com)  
[www.nationalminorityupdate.com](http://www.nationalminorityupdate.com)

### **National Business & Disability Council**

201 I.U. Willets Road  
Albertson, NY 11507  
Phone: (516) 873-9607 Or (516) 465-1501  
[www.businesss-disability.com](http://www.businesss-disability.com)  
[www.abletowork.org](http://www.abletowork.org)  
[www.ncds.org](http://www.ncds.org)

### **RISKON**

15 Central Avenue  
Tenafly, NJ 07670  
Phone: (201) 568-7750  
Fax: (201) 568-5830  
[www.riskon.com](http://www.riskon.com)

### **The Hispanic Outlook in Higher Education**

Angel M. Rodriguez  
Sr. Advertising Coordinator  
Hispanic Outlook in Higher Ed.  
201-587-8800 Ext. 106  
201587-9105 Fax  
[www.hispanicoutlook.com](http://www.hispanicoutlook.com)

**The REGISTRY, Texas Tech University**

Box 45024, Lubbock TX 79409-5024

806.742.2369

theregistry@ttu.edu

<http://www.theregistry.ttu.edu/>

**White House Initiative on Tribal Colleges & Universities**

(WHITCU)

1990 k street NW, Room 7010

Washington, DC 20006

(202) 219-7040

Fax: (202) 219-7086

**Women in Higher Education**

phone: 608.251.3232

fax: 608.284.0600

E-mail: [career@wihe.com](mailto:career@wihe.com)

[www.wihe.com](http://www.wihe.com)