



General Information

SUNY Upstate Medical University is one of Central New York's largest employers. Within our agency we have three employers - [State of New York](#), [Research Foundation of SUNY](#) and [MedBest Medical Management](#). Each posting will note the employer for the position.

Applying - After reading through the posting you can apply for position openings via the Online Employment System. For many of our open positions your application, cover letter and resume are sent directly over to the hiring manager for consideration. The hiring manager reviews the materials submitted and contacts the applicants directly for an interview.

NOTE: Some of our positions have minimum qualifications that read "New York State Department of Civil Service Eligible List or eligible for transfer". As a State of New York employer, some of our positions require taking a New York State civil service exam. [Read more about NYS employment »](#) For these positions applicants are screened to ensure they meet the New York State requirements for the position prior to being sent over to the hiring manager for consideration.

After applying – After you have applied to a position(s) at SUNY Upstate Medical University you can log back on to the system with your username and password to view the status of the position(s) for which you have applied.

Updating your application –you may update your application information for future positions at any time. To edit your application information please login and click on the 'Manage Applications' link on the left hand side margin. You can not change your application information for a position you have already applied to. The online employment system takes a snapshot of your application at the time you submit it for a position. If you need to change information once you have applied for a position you may contact our office at emailhr@upstate.edu .

Please note: Pre-employment drug testing & criminal background investigations are conducted.