

▶ Veterans and Military Personnel
Recruitment Resource Guide

*Produced by the Cornell University Recruitment and Employment Center,
Division of Human Resources*

Veterans and Military Personnel Recruitment Resource Guide | 2016

Introduction

This recruitment resource guide was developed to connect the Cornell University hiring community to local and regional resources concerned with promoting and advocating employment of veterans and military personnel.

If you would like assistance in developing a recruitment strategy such as building talent pipelines unique to your department, please feel free to contact the Recruitment and Employment Center at voice (607) 254-8370, or via fax at (607)254-8305, or email at mycareer@cornell.edu.

Please contact Cornell University's Office of Workforce Policy and Labor Relations to discuss accommodations for veterans and military personnel with disabilities so that they may fully participate in the selection process. That office can be reached at voice (607) 254-7232, or via fax at (607) 255-0298, or email at equalopportunity@cornell.edu.

Please note: The information in this guide will be updated on an annual basis. In any collection of information, errors may occur or updates will need to be made. If you find an error or notice any changes that need to be made, please contact the Recruitment and Employment Center at voice (607) 254-8370, or via fax at (607)254-8305, or email at mycareer@cornell.edu.

Service Organizations and Agencies

Soldier for Life – Transition Assistance Program (SFL – TAP)

The Fort Drum Soldier for Life Transition Assistance Program (SFL-TAP) would like to support employers in connecting to transitioning service members and their families. We offer a variety of ways to enhance your visibility in the Fort Drum community and promote your company.

Career Fairs

SFL-TAP hosts quarterly career fairs that allow your company to meet and connect with our clients and their families. During this time you can accept resumes, set up and conduct interviews, or hire!

Dine & Discover

This is an opportunity to introduce your company to transitioning service members during lunch. Additionally, you may discuss employment opportunities, collect resumes, and set up interviews. Although it is not mandatory to provide lunch, it creates a larger audience. This is held Monday thru Friday from 12:00-12:45 in Clark Hall.

SFL-TAP Counselor Training

Whether in person or via teleconference, you may speak with our career counselors about your organization, open positions, and your ideal candidate. Our counselors work one-on-one with service members and can help connect and promote your company. This is held on Tuesdays from 1:00-1:30.

Advanced Interview Seminar

Employers volunteer their time to assist our service members develop interview skills by conducting mock interviews once a month. Although this is not a recruiting event, you may wear your company's logo to increase your visibility and speak to clients following the event.

Information Tables

Promote your company and increase your visibility by setting up an information table in Clark Hall.

Hiring Events

Employers provide job descriptions and schedule a day to conduct interviews. SFL-TAP promotes the opportunities and assists clients with resumes. The employer collects resumes and schedules interviews in Clark Hall. SFL-TAP coordinates space or phone for phone interview. Some employers conduct a group presentation about the company then conduct interviews with interested participants.

We encourage and support your participation in the above activities. This increases your visibility on Fort Drum and interaction with our clients.

Points of Contact:

If you have any questions or would like to participate in any of the events please email or phone one of the following staff members:

Desmond Jones

desmond.c.jones.ctr@mail.mil

(315) 772-2048

Luis Figueroa

luis.m.figueroa2.ctr@mail.mil

(315) 772-9409

If you have any questions about SFL-TAP please contact Lorrie Guler at (315) 772-3284

lorrie.s.guler.civ@mail.mil.

New York State Department of Labor – Veterans' Services

New York State Career Centers offer convenient NO COST job search services to all jobseekers. Every Career Center has dedicated staff to help assess job seeker's needs, skills, and interests and then guide them through a step-by-step approach to their job search.

We are proud to offer Priority of Service to veterans and their eligible spouses. This means that if they served on Active Duty in the United States military, they will get first priority for jobs and training for which they are eligible and qualified.

Veterans and Military Personnel Recruitment Resource Guide

2016

Our New York State Career Centers are staffed with specially trained personnel that are dedicated to servicing veterans:

Disabled Veterans' Outreach Program Specialists (DVOPs)

DVOPs are disabled veterans themselves. They provide intensive case management services to veterans with significant barriers to employment, special disabled and disabled veterans, and veterans ages 18 to 24. They also provide a full range of employment services, including comprehensive assessments, individual employment plans, job referrals, referrals to training and support services, and resume and interview preparation assistance. .

Local Veterans' Employment Representatives (LVERs)

LVER staff are also veterans. They specialize in advocating on behalf of veterans with business, industry, and community organizations to promote employment and training opportunities for veterans. They also provide services including job matching and job placement for veterans, conduct employer outreach, inform Federal contractors of the process to hire qualified veterans, and promote credentialing and licensing opportunities for veterans.

Find a State of New York Veterans' Program Staff Member and learn how you can connect with job seeking veterans to meet your hiring needs:

Office	Contact	Address	Phone
Ithaca Tompkins County	Brad Bennett DVOP	<i>Tompkins Workforce NY Career Center</i> 171 E State Street Ithaca, NY 14850 Brad.Bennett@labor.ny.gov	(607) 272-7570 ext. 110
<u>Other Area Offices:</u>			
Auburn Cayuga County	Matt Brennan LVER	<i>Cayuga Works Career Center</i> 199 Franklin Street Suite 204 Auburn, NY 13021 Matt.Brennan@labor.ny.gov	(315) 255-4908
	Matthew Sheehan DVOP	<i>Cayuga Works Career Center</i> 199 Franklin Street Suite 204 Auburn, NY 13021 matthew.sheehan@labor.ny.gov	(315) 294-8116
Binghamton Broome-Tioga Counties	Jim Davies DVOP	<i>Broome Employment Center</i> 171 Front Street Binghamton, NY 13905 Jim.Davies@labor.ny.gov	(607) 778-2136

Veterans and Military Personnel Recruitment Resource Guide

2016

Office	Contact	Address	Phone
	William Fowler LVER	<i>Broome Employment Center 171 Front Street Binghamton, NY 13905</i> William.Fowler@labor.ny.gov	(607) 778-2218
Corning Steuben County	Gary Hogate DVOP	<i>20 Denison Parkway West Suite 102 Corning, NY 14830</i> Gary.Hogate@labor.ny.gov	(607) 937-8337 x1111
Elmira Chemung County	Gary Hogate DVOP	<i>318 Madison Avenue Elmira, NY 14901</i> Gary.Hogate@labor.ny.gov	(607) 733-7131 X2113
Geneva Ontario-Seneca-Wayne- Yates Counties	Michelle Coomber DVOP	<i>Finger Lakes Works/Geneva 70 Elizabeth Blackwell Street Geneva, NY 14456</i> Michelle.Coomber@labor.ny.gov	(315) 789-1771 X115
	Lisa Silvestri LVER	<i>Finger Lakes Works/Geneva 70 Elizabeth Blackwell Street Geneva, NY 14456</i> Lisa.Silvestri@labor.ny.gov	(315) 789-1771 X103
Hornell Steuben County	Kelli Everett DVOP	<i>107 Broadway Hornell, NY 14843</i> Kelli.Everett@labor.ny.gov	(607) 324-8388
	Frank Vaughan LVER	<i>107 Broadway Hornell, NY 14843</i> Frank.Vaughan@labor.ny.gov	(607) 324-8388
Montour Falls Schuyler County	Gary Hogate DVOP	<i>Montour Falls Career Center 323 Owego Street Montour Falls, New York 14865</i> Gary.Hogate@labor.ny.gov	(607) 535-6840
Norwich Chenango County	William Haines DVOP	<i>1 O'Hara Drive Norwich, NY 13815</i> William.Haines@labor.ny.gov	(607) 334-2201
	Paul Russo LVER	<i>1 O'Hara Drive Norwich, NY 13815</i> Paul.Russo@labor.ny.gov	(607) 334-2201 X113

Veterans and Military Personnel Recruitment Resource Guide

2016

Office	Contact	Address	Phone
Rochester Monroe County	John Stradley DVOP	<i>NYSDOL/Rochester Works!</i> 276 Waring Road Plaza Rochester, NY 14609 John.Stradley@labor.ny.gov	(585) 266-7760 X211
	Kevin Melia LVER	<i>Rochester Works!</i> 255 North Goodman Street Rochester, NY 14607 Kevin.Melia@labor.ny.gov	(585) 263-4590
Syracuse Onondaga County	William Burns DVOP	443 North Franklin (Lower Level) Syracuse, NY 13204 William.Burns@labor.ny.gov	(315) 477-6908
	Matthew Sheehan DVOP	960 James Street Syracuse NY 13203 matthew.sheehan@labor.ny.gov	(315) 477-6919

U.S. Department of Veterans Affairs (VA)

The U. S. Department of Veterans Affairs offers a variety of benefits and services that provide financial and other forms of assistance to Service members, Veterans, their dependents and survivors. The VA serve veterans who have a variety of skills, training and educational degrees from high school to Master’s degrees. Additionally, the VA offers resources for employers to attract and hire those veterans. [Click here](#) to learn more about employer resources from the VA. Or, contact any of the below VA representatives to help you identify talented veterans to include those with disabilities for your employment needs:

Office	Contact	Address	Phone
Tompkins/Cortland County VA Outpatient Clinic <i>managed by Syracuse VA</i> www.syracuse.va.gov	Jerome Joyce – Vocational Rehab Counselor	1451 Dryden Road Freeville, NY 13068 Jerome.joyce@va.gov	(607) 347-4101 ext. 0208
Bath VA Medical Center www.bath.va.gov	Derrick Hasty- Vocational Supervisor	76 Veterans Avenue Bath, NY 14810 Derrick.hasty@va.gov	(607) 664-3690
	Stephen Baker	Stephen.baker6@va.gov	(607) 664-5870

Veterans and Military Personnel Recruitment Resource Guide | 2016

Office	Contact	Address	Phone
	JP Oliver	James.oliver2@va.gov	(607) 664-4353
	Robert Shannon	Robert.shannon@va.gov	(607) 664-4371
	Bryan Salmon	Bryan.salmon@va.gov	(607) 664-4345
Canandaigua VA Medical Center www.canandaigua.va.gov	Joseph Navarra - Lead Vocational Rehabilitation Specialist	400 Fort Hill Avenue Canandaigua, NY 14424 Joseph.navarra@va.gov	(585) 393-7137
	Sean Morris – Vocational Rehab Specialist	Sean.morris2@va.gov	(585) 393-7229
	Shelley Rahn – Vocational Rehab Counselor	Shelley.Rhan@va.gov	(315) 425-4400
Syracuse VA Medical Center www.syracuse.va.gov	William Woods – Vocational Rehab Manager	William.woods1@va.gov	(315) 425-4400

Institute for Veterans and Military Families (IVMF) at Syracuse University

IVMF is a partnership between Syracuse University and JP Morgan Chase. Acting as a bridge between veterans and employers, the IVMF provides resources and supports that leverage military experience during a civilian employment search. For employer resources from IVMF please [click here](#). To promote employment opportunities please contact:

Jennifer Renée Pluta, Assistant Director
Syracuse University, Career Services
Office of Veterans and Military Families
235 Schine Student Center
Syracuse, New York 13244
t 315.443.7183/3616 e jrpluta@syr.edu

Other Organizations

Veterans Colleague Network Group (VCNG) at Cornell

The mission of the Cornell University Veterans Colleague Network Group is to raise the awareness of veteran and military personnel issues here at the University; provide a forum for veterans and their supporters to meet to discuss topics of mutual interest and concern; and to support the University's recruitment and retention of veterans and military personnel at Cornell University.

VCNG also provides support and assistance in the recruitment of veterans to Cornell by sharing opportunities with its members to share with their networks. For more information about promoting employment opportunities within VCNG and other colleague network groups at Cornell, please contact:

Cassandre P. Joseph, MTD
Director, Diversity Engagement and Career/Life Programs
Department of Inclusion and Workforce Diversity
150 Day Hall
Ithaca, NY 14853-2801
PHONE: (607) 255-6783
FAX: (607) 255-7481
TTY: (607) 255-7066

Online Resources

Military Job Identifiers

Understanding a military coded resume can be challenging. Each military branch has its own job identifiers and "codes" to identify a specific job. The Army and Marines refer to these job identifiers as Military Occupational Specialty (MOS) codes. In the Air Force, a system of Air Force Specialty Codes (AFSC) is used; and in the Navy, a system of naval ratings and designators is used along with Navy Enlisted Classification (NEC) system. Click on any of the branches below to view and learn about their job identifiers and occupations.

[Army MOS codes](#)

[Navy Ratings](#)


[Air Force Specialty codes](#)

[Marine Corps MOS codes](#)

Military Skills Translation Services

[U.S. Department of Veterans Affairs](#)

[CareerOneStop, Military to Civilian Occupation Translator](#)

Sponsored by the U.S. Department of Labor. A proud partner of the  network.

[Military.com Skills Translator](#)

[O*Net Online](#) (Recommended)

Job Boards - Attract and Hire Veterans and Military Personnel

<http://www.100000jobsmission.com/> A coalition of almost 50 private firms committed to working together to share best veteran recruiting practices and report hiring results

<http://www.military.com/> A community-based website for active service members and veterans, including benefit resources and a job-board

<http://www.hireveterans.com/> A job board website specifically tailored to military backgrounds

<http://www.veteranscareerfair.com> An event that matches military-friendly employers with job-seeking veteran

Cornell University Recruiting Community

Administrative Human Resources

Administrative Human Resources (AHR) is comprised of a team of human resource professionals who provide advice, guidance, strategies and services to the leadership, management and staff who work in administrative units of the university. AHR also provides support to academic programs that do not reside within a specific college. AHR strives to advance a diverse, qualified and highly motivated workforce focused on achieving the critical objectives of the administrative units of the university. Cornell units that AHR supports include: Admissions and Enrollment, Alumni Affairs and Development, the College of Architecture, Art and Planning, Audit Office, Center for Teaching Excellence, Cornell Abroad, Cornell Information Technologies, CU Police, Einaudi Center, Environmental Health and Safety, Facilities Services, Financial Affairs, Government and Community Relations, Graduate School, Investment Office, Johnson Art Museum, Office of Human Resources, Office of Academic Diversity Initiatives, Planning and Budget, President's Office, Provost's Office, Student and Academic Services, University Communications, University Counsel, and the University Press.

Seeking talent for regular full-time and temporary opportunities in the areas of:

- Administrative
- Alumni Affairs
- Bargaining Unit
- Communication
- Finance
- Human Resources
- Museum
- Service Facilities
- Student Services
- Technical

Anticipated opportunities within the next 6-months could possibly include:

- Administrative Assistant
- Project Management
- Writing/Communications

- Accounts and/or Finance Specialist
- Ongoing custodial and various trades opportunities

Point of Contact:

Cyndi Morris
(607) 255-2226
clm74@cornell.edu

College of Agriculture and Life Sciences

With more than 3,000 students, the College of Agriculture and Life Sciences (CALS) is the second largest undergraduate college at Cornell University and the third largest college of its kind in the United States. In national surveys, CALS ranks as the best college of agriculture and related sciences in the country. Our teaching and research facilities are among the finest available. The College's educational programs are carefully designed to ensure that every student's education is geared to contemporary, real-world issues. Faculty, staff, and students at CALS are at the cutting edge of research in the life sciences, environmental sustainability, agricultural science, economic development, communication, and information science. The land-grant mission of the College, which encompasses research, education, and extension programs, allows for the creation and dissemination of knowledge that makes a difference for students, the citizens of New York, the nation, and people around the globe.

CALS will be seeking to fill a multitude of positions in the coming months. We are always looking for candidates of merit in the following job areas:

- Administrative Assistants
- Information Technology – Desktop and Programming
- Finance and Budgeting
- Lab Technicians

Point of Contact:

Shan Varma
(607) 255-3192
sv92@cornell.edu

College of Arts and Sciences

The College of Arts and Sciences is the oldest and largest of the University's colleges; its research and teaching span the humanities and the performing arts, the biological and physical sciences and mathematics, and the social sciences.

It offers extraordinary breadth and depth in its programs of study, a world-renowned faculty that includes international leaders in their respective disciplines, and cutting-edge research and technical facilities. It provides a high-quality liberal arts education to its own students, and vital introductory instruction in basic disciplines to almost all undergraduates in the other colleges at Cornell.

The College has 500 tenure track faculty, 200 other academics and 300 non-academic staff in 27 academic departments and 10 academic programs, and a student population of 4,100 undergraduate majors and 1,500 graduate students spread across 20 academic buildings. Non-academic staff in Arts and Sciences are encouraged to actively participate in activities or on committees that will enhance their roles. We also encourage professional development and internal advancement for our staff.

To provide support to faculty, departments, programs, and students we frequently seek strong candidates for regular full-time, part-time and temporary opportunities in the areas of:

- Academic and Research Support
- Administrative Support
- Information Technology
- Student Services
- Technical

Anticipated opportunities within the next 6-months include:

- Administrative Manager
- Administrative Assistant
- Technician
- Accounts Representative

Point of Contact:

Tara Wilder

(607) 255-4147, tsw22@cornell.edu

College of Human Ecology

The College's mission impacts the way we engage employees. We are a highly collaborative, "think outside the box" organization. We value strong communication skills, creative thinking, willingness to take risks and a desire and aptitude for continuous improvement. The mission of the College of Human Ecology is to improve lives by exploring and shaping human connections to natural, social, and built environments. Faculty, students, and staff explore the human dimensions of social and natural sciences, design, nutrition and health, public policy, society, family, community, and other realms-all in pursuit of knowledge to make the world a better place. Using Cornell's far-reaching extension network and the college's translational research methods, we deliver our findings directly to communities and families, ensuring that our work reaches those who need it most.

Seeking talent for regular full-time, part-time and temporary opportunities in the areas of:

- Academic Support
- Social Science Research
- Administrative Assistants
- Program Support
- Financial Transactions

Points of Contact:

Lucy Pola
(607) 255-6814
lbp8@cornell.edu

Kathy Carpenter
(607) 255-2610
kc242@cornell.edu

Kristie Lamb
(607) 255-3113
kt264@cornell.edu

School of Industrial and Labor Relations

The ILR School is advancing the world of work through teaching, research and outreach. ILR's mission is to prepare leaders, inform national and international employment and labor policy, and improve working lives. The school offers undergraduate and graduate education as well as career-long learning for professionals.

In addition, the ILR School is home to the K. Lisa Yang and Hock E. Tan Employment and Disability Institute which advances knowledge, policies, and practices to enhance the opportunities of people with disabilities through our projects, training, technical assistance, research, and publications.

Point of Contact:

Lisa Rose

(607) 254-1645

lec6@cornell.edu

Law School

Cornell Law School's mission remains that articulated by Cornell President Andrew Dickson White upon the founding of the Law School over 125 years ago: "Our aim is to keep its instruction strong, its standard high, and so to produce ... a fair number of well-trained, large-minded, morally based lawyers in the best sense." Our commitment is to continue to be recognized as the leader among law schools at combining inspiring theoretical, doctrinal, and experiential teaching with cutting-edge scholarship in a supportive, intellectually rich community, so that our graduates can achieve excellence in all facets of the legal profession.

Cornell Law School offers a 3-year J.D. program for 200 students per class, a one-year LL.M. program for about 90 students from countries throughout the world, and a doctoral (J.S.D.) program for about 2-3 new students per year. Cornell Law School has 39 tenured and tenure-track faculty, including 14 with chaired faculty positions; and 11 clinical professors in the legal research and writing program and in clinics at the local, national, and international level. The Cornell Law School faculty is consistently ranked among the top in the country for scholarly productivity and influence. The faculty has pre-eminence in many areas, including quantitative and qualitative empirical legal studies, international and comparative law, and robust doctrinal scholarship in core fields.

The Law School occasionally seeks candidates of merit who will support our mission in the following areas:

- Faculty and Administrative Support
- Program Support
- Student Services
- Technical

Point of Contact:

Liz Flint

(607) 255-2101

liz.flint@cornell.edu

Research Division

The Research Division is made up of 20 Research Centers and 7 Administrative Departments with approximately 800 employees. Our research encompasses many different areas including atmospheric, materials, nano, and life sciences to name a few. To support our many distinguished researchers we hire employees to provide research support in our laboratories and offices. Our laboratory positions may require a degree but often just an interest or background in science.

Seeking talent for regular full-time, part-time and temporary opportunities in the areas of:

- Academic Support
- Administrative
- Communications
- Finance
- Information Technologies
- Technical

Point of Contact:

Jamie Washburn

(607) 254-8701

jaw23@cornell.edu

Student and Academic Services

Student and Academic Services (SAS) handles everything a student might do outside of the classroom. Therefore, many position work directly with Cornell students. Our employees often comment that this direct student contact is the most meaningful part of

their job. The education that happens out of the classroom can be significant and being a part of the development of the future leaders of the world is very rewarding.

Seeking talent for regular full-time, part-time, temporary and casual opportunities in the areas of:

- Administrative Assistance
- Athletics and Physical Education
- Housing and Dining
- Bargaining Unit
- Health and Student Services

During the next six-months Cornell Dining will have a number of food service, dish machine, custodial, cook, chef and food service management positions. Health Services will have nurse, doctor and counselor therapist positions. Overall, SAS will hire many administrative assistant positions. On a regular ongoing nature, frequent temporary opportunities occur over the course of the year. Though these temporary and casual opportunities do not include benefits, nor guarantee future opportunities at Cornell, they provide an excellent opportunity to demonstrate ones skills and experience. Moreover, develop relationships and Cornell experience for that can enhance the resume for future opportunities.

Point of Contact:
Cutter Cramton
(607) 255-3154
cc35@cornell.edu

College of Veterinary Medicine

The College of Veterinary Medicine at Cornell University is located on the Cornell campus in Ithaca, New York in the heart of the Finger Lakes region. Established by an act of the state legislature in 1894, today the College of Veterinary Medicine at Cornell is one of 28 veterinary colleges and schools in the United States and one of only three in the Northeast. With more than 5,000 graduates, the college is recognized internationally as a leader in public health, biomedical research, animal medicine, veterinary medical education. Situated within a world-class research university with recognized strengths in the physical and life sciences, the study of veterinary medicine

has contributed to the Cornell fabric since the founding of the university. Ranked the number one veterinary college in the nation by US News & World Report consistently since 2000, the College's strength is due to its strategic breadth of focus areas and its depth of expertise in each of those areas. The mission of the college is "To advance the health and well-being of animals and people through education, research, and public service".

There are non-academic opportunities in administration, animal care and laboratory technicians.

Point of Contact:

Toral Patel

(607) 253-3718

tpatel@cornell.edu