



Workforce Buffalo - SUNY Erie Career Center Orientation to Services for Jobseekers

Last updated 9/2/2025



Workforce Buffalo SUNY Erie Career Centers

NORTH Career Center on Youngs Road in Williamsville, NY 14221:

In-person services Mon – Fri: 8 a.m. to 4 p.m.
Virtual and Evenings by appointment only.

- Located between Main Street & Wehrle Drive on Youngs Road (next to the soccer field).
- Please park in the Visitors' Lot closest to the curb on Youngs Rd or in any Student Lot (free parking!)
- We are located in Room G166.

SOUTH Career Center on Southwestern Blvd, Orchard Park NY 14127:

In-person services Mon – Fri: 8 a.m. to 4 p.m.
Virtual and Evenings by appointment only.

- We are located in Room 6202



Virtual and in-person services



Please follow TV/media announcements when there are severe weather conditions for campus closure notifications!

If a SUNY Erie Campus is closed, so are we.

How we work together



During our Orientation, we ask you to complete intake paperwork.

We will meet with you individually after the workshop for an Initial Assessment and to help you plan your next steps.

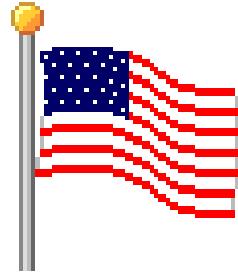
Your info gets entered into the New York State Department of Labor's confidential case management system to help you find a job.

All staff have signed Confidentiality Agreements – your information is safe & will not be disclosed to outside parties.

Who we help

- Hiring businesses
- Unemployed, under-employed, or employed persons, including:
 - ✓ Downsized professionals from the community
 - ✓ Career changers & people stuck in dead-end jobs
 - ✓ Veterans & their spouses
 - ✓ Students/new college graduates
 - ✓ Individuals with disabilities
 - ✓ Refugees
 - ✓ Ex-offenders

Anyone age 18 and older may use our services.



Veterans Come First!

New York State's Career Centers are proud to offer ***Priority of Service*** to Veterans and Eligible Spouses.

If you served on Active Duty in the United States Armed Forces, we will:

- Serve you first by the next available staff member.
- Give you first priority to any jobs or training for which you are eligible and qualified.

TA#12-12.4

To learn more, please speak with our staff.



Getting started

Our career services are designed to be self-directed.

Career Center registration is required.

You can choose to use our services without a lot of staff assistance, such as participating in our free online workshops, or using our Resource Room.

You may also choose personalized, one-to-one career coaching and resume writing services.

All of our services are cost-free.

Self-directed services, because it's your path.

Coaching



Methods of helping others to improve, develop new skills, achieve goals, a form of training or teaching, It targets high performance and enable to achieve their full potential to manage life change and personal development.

How coaching can help you.

Job search strategies and referrals to hiring employers.

Career identification and development.

Winning resume writing strategies.

Interview skills and troubleshooting.

Networking strategies and advice.

Social media image assistance.

Cost-free training opportunities in Demand Occupations to improve your skills (see eligibility guidelines).

Confidence boosting!



Your resume should make a great impression.

Customize your resume for best results

- Whenever possible, tailor your resume to specific job postings by **identifying what's most important to the company** (make your resume about their needs).
- What responsibilities are mentioned first?
- What specific qualifications or requirements does the company list and are the most relevant?
- Are any themes repeated throughout? (like computer skills, leadership, multitasking, flexibility, etc.)
- Individuals with relevant, accomplishment-based, and concise resumes are more likely to get interviews.

Our Career Coaches are resume experts.

If you're seeking occupational training services...

- Research curriculums and schools including length of programs & tuition fees.
- Explore career options to determine which demand occupations are a good fit for you.
- Visit our website at:
<https://www.ecc.edu/academics/one-stop-career-center.html> to **research guidelines** and **demand occupations** (ITA eligibility guidelines may be subject to change without notification).



There are many Demand Occupations.

Initial eligibility for training

- Dislocated Worker status or Adult eligibility (Implemented with the WIB's Priority of Service and Supportive Services Policies). *Unemployment Insurance (UI) payments are INCLUDED as income.
- Meet Erie County WIB Demand Occupation criteria.
Erie County Demand Occupations
- Selective Service registration www.sss.gov
- Participants in default of a student loan are not eligible.

Other funding sources

PELL	Federal grant
TAP	NYS tuition assistance
APT	Aid for part time students through school
EOP & SEOG	Equal Opportunity
VA	Veterans program
ACCES-VR	Training assistance for disabled individuals
Scholarships	Training grants through schools, agencies, and businesses for Regional Priority Occupations or other criteria

Follow the
GUIDELINES

Temporary aid options

There may be other temporary aid you qualify for
– visit

<https://www.mybenefits.ny.gov/mybenefits>

Site is a fast, confidential review of your income and family status.

Site lists programs that may help you, along with where and how to apply (Food Stamps, Medicaid, Family Health Plus, Child Health Plus, Temporary Assistance and school lunches).

NY State Health Insurance options

Phone: 1-855-355-5777

www.nystateofhealth.ny.gov

Find Us In Your Community!

Visit NY State of Health's NEW events map at
<http://info.nystateofhealth.ny.gov/events>



Individuals & Families

You and your family have many new low cost, quality health insurance options available through the Individual Marketplace.

You can quickly compare health plan options and apply for assistance that could lower the cost of your health coverage. You may also qualify for health care coverage from Medicaid or Child Health Plus through the Marketplace. Anyone can apply here.

[GET STARTED](#)

[Get help finding an insurance assistor in your area.](#)



**Department
of Labor**

New York State Department of Labor

Please note...local Career Centers are not Unemployment Insurance offices (UI).

Career Centers help UI applicants find work and provide career services.

We cannot determine eligibility and do not make or withhold payments!

If you do not follow through with appointments and letters from the DOL, your UI cash benefits may be delayed.

<https://www.dol.ny.gov>

If you have a disability

We have special software & computers for your use...please ask staff if you need help.

Adult Career & Continuing Education Services – Vocational Rehabilitation (ACCES-VR) may be able to assist you. Ask for more information.

** ACCES-VR services are for individuals with disabilities that interfere with getting or keeping a job or who have difficulty advancing at their job.*

What we expect from you

Keep your appointments, call to reschedule if you can't make it or will be late.

You may be asked to do research, especially if you are seeking training services – it's important to follow through.

“Next-steps” may include researching different schools and finding relevant job you and so you are fully informed about industry requirements and the Local Labor Market.

Try to keep an open mind - your Career Coach is here to help you and often works many hours on your behalf in-between your appointments!

Follow Center Rules.

Participate in our follow-up services.



Workforce Buffalo SUNY Erie Career Center rules include

- No eating or drinking in the Career Resource Room or workshop rooms.
- Daily printing limitations apply if you are onsite.
- Resources and computers are for **job searching purposes only**.
- Please put your cell phone on **vibrate/manner mode** when you're onsite.
- Respect the confidentiality of others – do not record others or take photos of other participants.



Workforce Buffalo SUNY Erie Career Center rules (continued)

All individuals using our facilities must be aged 18 or older. Therefore, we are unable to accommodate children in our Resource Room or workshops.

We understand that finding childcare can be a challenge, and we want to help you get the support you need. As an alternative, our sister office, the Downtown Career Center (716-856-5627), is a full-service career center with additional resources and options.



Contact us

SUNY Erie Career Center North Campus

Gleasner Hall, Room 166,
6205 Main St., Williamsville, NY 14221
716-270-4444

onestop@ecc.edu

Visit us online at:

<https://workforcebuffalo.org/career-centers/suny-erie>

Workshop registration site:

<https://elinks.ecc.edu/onestop/>



Other Erie County Career Centers (American Job Centers) with free job search resources

Full-service Career Center:

Workforce Buffalo – Downtown Career Center

77 Broadway Street, Buffalo, NY, 716-856-5627

www.workforcebuffalo.org

Affiliate NYS Dept. of Labor Career Centers:

Williamsville Career Center: 4175 Transit Rd.,
Williamsville, NY, 716-634-9081

Buffalo Career Center: 284 Main St., Buffalo, NY,
716-851-2600

Equal Opportunity is the Law

It is against the law to discriminate on the basis of race, color, religion, sex, national origin, age, genetics, disability, political affiliation or belief; and against any beneficiary of programs financially assisted under the Workforce Innovation and Opportunity Act (WIOA), on the basis of the beneficiary's citizenship/status as a lawfully admitted immigrant authorized to work in the United States, or his or her participation in any WIOA Title I-financially assisted program or activity.

If you think that you have been discriminated against, you must file a complaint within 180 days from the date of the alleged violation.

Please review the "Equal Opportunity is the Law" notice provided to you and sign/date this form.



Funded under the Federal Workforce Innovation and Opportunity Act (WIOA). An Equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.