

Midwestern State University Human Resources Department

Position Advertising Resources

All positions approved to be filled will be posted by Human Resources through the Texas Workforce Commission, the MSU website, and other places deemed appropriate to the type of position, in an effort to attract a qualified and diverse workforce. The hiring department may also elect to place paid advertisements. The placement and payment of additional announcements is the responsibility of the hiring department. Prior to placing the ad, please submit the ad copy wording to the [HR Director/EEO Coordinator](#) for review and the [Provost's Office](#) (faculty positions only), along with a list of the chosen advertising site(s). In addition to newspapers and other resources specific to an affiliation or discipline, we are providing this list for your consideration and convenience. A position may not be advertised until it has been approved for posting.

General Recruitment Resources: (hyperlinked sites)

[CareerBuilder.com](#) For special MSU rate, contact, [Joe Batterman](#) or call him at #773-353-3950. Offers MSU discounted rate of \$250 for 30 days, unlimited words, unlimited editing. Jobs listed on MSN, Facebook, AOL, as well as local, industry-specific, and [Diversity](#) sites. Post locally or anywhere in the country. With 1,600+ listing partners, CareerBuilder.com drives top quality candidates to your job listings from many niche sites on the Internet. Their partnerships with the nation's leading newspaper, diversity, broad appeal, and other specific industry sites bring you the best talent for your recruitment needs.

[HigherEdJobs.com](#)

HigherEdJobs.com lists over 8,000 faculty and administrative positions at over 1,100 colleges and universities. One of the largest collections of higher education positions on the Internet. New jobs are added daily. Job seekers can register to receive job postings via email. They can also save their resume/vita and apply for positions electronically. The service is free for job seekers.

[Chronicle of Higher Education - Career Network](#)

One of the largest collections of higher education employment opportunities on the Internet, the site offers a listing of faculty, administrative, executive, and research positions from The Chronicle of Higher Education. Focus is primarily on US institutions, with listings from Canada, Asia, Australia and elsewhere. New jobs are posted every day and remain posted on the web for 30 days.

Academic Careers Online

Use the Academic job site to advertise job openings, find jobs or post resumes in higher education and academia. Site includes full and part-time teaching and administrative jobs primarily located in the US, with listings in Canada and elsewhere. Applicants can search current job openings, submit their resume and receive emails informing them when matching job opportunities are listed.

Academic Position Network (APN)

The Academic Position Network (APN) is a web-based project of The William C. Norris Institute, a non-profit corporation based in Bloomington, Minnesota. APN provides daily updates of faculty, administrative, post-doc, and professional staff positions in higher education. An interactive database allows you to search for openings by geographic region, position title, or institutional type. Focus is primarily on the United States.

University Jobs

This web site focuses on employment opportunities in higher education. Site powered by University Job Bank (UJobBank.com).

Inside Higher Ed

Inside Higher Ed was founded in 2004 by three executives with decades of expertise in higher education journalism and recruitment. It offers new models of providing information and career services for professionals in academe.

StudentAffairs.com

Created by, and for, people in student affairs, the site has an outstanding collection of resources. Their employment section allows you to search by category, state or province, institution, region, or keyword. If you have a student affairs or other administrative opening, consider posting it here.

AcademicKeys.com

Academic Keys recruits exclusively for higher-level faculty and academic administrative positions. They enable clients to target their recruiting efforts to the most qualified applicants. They offer 17 discipline-focused sites with comprehensive information about faculty, educational resources, research interests, and professional activities pertinent to institutions of higher education. More than 89% of the top 120 universities (as ranked by US

News and World Report) are posting their available higher ed jobs with AcademicKeys.com.

Recommended Diversity Recruitment Resources: (hyperlinked sites)

[Insight Into Diversity](#)

Insight Into Diversity, formerly *The Affirmative Action Register*, is the national Equal Employment Opportunity (EEO) recruitment publication "directed to females, minorities, veterans, and all other applicants." The publication contains a listing of professional, managerial, and administrative positions in all employment sectors including many opportunities in higher education. Employers are listed alphabetically, geographically, and by type of position.

[Hispanic Outlook in Higher Education](#)

The *Hispanic Outlook for Higher Education* is published bi-weekly for the campus community. Their web site provides a listing of employment opportunities in higher education categorized by geographical region.

[IMDiversity.com](#)

IMDiversity.com is a career and self-development site devoted to serving the cultural and career needs of all minorities. Job seekers can search for jobs, post a resume, and create job alerts.

[Diverse Jobs](#)

Diverse: Issues In Higher Education, the nation's premiere publication covering issues that affect minorities in higher education. ***Diverse*** is read by tens of thousands of senior college administrators, staff, faculty and students. Over a 140,000 subscribe to their daily e-alerts. ***Diverse*** recently launched *Diversejobs.net*, which gives advertisers another option to reach even more higher education professionals.

[Women in Higher Education \(WIHE\)](#)

The *Women in Higher Education* monthly journal carries announcements from schools that are actively seeking qualified women candidates for faculty and administrative positions. The WIHE web site allows you to search by job title and/or geographical region.