



CASTING THE NET

It is becoming increasingly evident that to give our students a full educational experience, we must work to broaden the racial, cultural, and ethnic base of our faculty and staff. The broader based the search, the more likely you are to develop a diverse pool of applicants. To assist you in successfully achieving this goal OEDIS strongly recommends that you expand your recruitment by utilizing the following resources (In order to open the PDF links, you will need Acrobat 6):

Look to some of these sources for additional candidates.

The National Minority Faculty Identification On-line Program: <http://www.southwestern.edu/natfacid/> BGSU has an institutional membership that allows anyone on campus to access the site for posting openings. Call Jan Wasserman at 2-8472 for the current initial user name and password. **You may search for candidates by discipline and specialty. You may also post your openings for no cost.**

University Job Bank Website at <http://www.ujobbank.com/> This site is run by CUPA, the College and University Professional Association for Human Resources. Cost for a one-job posting for 90 days is \$95. For unlimited postings for one year, the cost is \$980.

The professional listprocs and caucuses related to your particular discipline are invaluable.

Some universities carry extensive suggestions for recruitment outlets on their websites. Check out **Washington State University's resources on-line** at <http://www.chr.wsu.edu/recruitment.asp?a=7&b=2> Suggestions are made for how to reach general as well as diverse audiences online. Find NEW places to post your position opening!

Check out the **University of New Mexico's website** following the link to the OEO—Office of Equal Opportunity for more links to places to post where you will reach African American, Asian, Hispanic, Native American, Women, Persons with Disabilities and Veteran applicants. Many online postings are FREE. <http://www.unm.edu/~oeounm/posting.html>

The link to the **Chronicle of Higher Education**, recognized nationally as THE newspaper for the world of academe is <http://chronicle.com/jobs/> Its "Bulletin Board" section is the "world's principle academic-job marketplace." In addition to printing your job ad (at \$101.00 per column inch for a display ad) or \$195 plus \$1.30/word for a text ad, the job is posted to their Career Network Website free of charge for 30 days.

CAUSE is the association for managing and using information resources in higher education. Its website, <http://www.educause.edu/jobpost/> is a FREE service for posting since BGSU is an institutional member. It has a large membership, annual conferences, and publications. Any position related to all to IT in education (including faculty, librarians) should be posted here.

Computer Jobs assists in finding applicants seeking computer related jobs. Postings are available online for four weeks. COST: \$200 per ad ("pay as you go" with credit card online only) for 4 weeks; \$300 for 8 weeks.

Academic Careers Online includes faculty, research, post doc, adjunct, administrative, and senior management positions at (community) colleges, universities, and research institutes. Access <http://www.academiccareers.com>

Faculty at HBCU's use <http://www.facultyvoice.com> when looking for positions. This is a good source for reaching African American academic professionals who are on the market. It is also relatively inexpensive.

To reach a big pool of diverse professionals for a reasonable single posting consider <http://www.imdiversity.com>

For reaching a large women's audience, consider <http://www.careerwomen.com/>

Directory of Minority Ph.D. Candidates & Recipients <http://www.cic.uiuc.edu/programs/DirectoryOfMinorityCandidates/>
The Committee on Institutional Cooperation (CIC) *Directory of Minority, Ph..D, M.F.A., and M.L.S Candidates and Recipients* is published on-line in an effort to increase the professional opportunities of minority graduate students and to aid colleges, universities, and other potential employers in the recruitment of highly educated underrepresented minorities. The *Directory* includes Native Americans, African Americans, Mexican Americans, Puerto Ricans, Hispanic Americans, and Asian Americans (in humanities and

social sciences) who are United States citizens or permanent residents and who have completed (or expected to complete) the Ph.D, M.F.A., and M.L.S Degree between 2001 and 2003.

The Directory of Ford Fellows contains information on Ford Foundation Postdoctoral fellowship recipients awarded since 1980 and Ford Foundation Pre-doctoral and Dissertation fellowship recipients awarded since 1986. The directory was created to serve as a resource for university officials seeking to diversify their faculty, minority students looking for mentors and role models, and scholars interested in establishing collaborative projects. Access <http://www4.nas.edu/Ffellows/ffellows.nsf/>

The National Association of Black MBA's has a website that allows for posting of position openings: <http://www.nbmbaa.org/>

ADGuides College Recruiter Employment site accepts full-time and part-time jobs for posting. Registration is required to post at a cost of \$125 for one month. The site is <http://www.adguide.com/> and is searchable by location and category. Categories range from Accounting to Telecommunications.

American Institute of Chemical Engineering (AIChE) is a site with lots of professional information in addition to Careers & Employment section. The site is <http://www.aiche.org/> Web ads can be posted anytime. The ad duration is 30 days from placement. The deadline for print advertisements is the third Monday preceding the month in which you would like to advertise. COST: The cost of classified "word" ads is \$4.00 per word for both online and print ads around the world.

Engineering News Record site is <http://www.enr.com/> Here you will reach McGraw-Hill Construction Information Group magazine online classifieds database through their Career Site. Many **facilities job titles** are included. The job posting feature is new. Posted positions are available on 16 sites for one fee. Registration is required. COST: \$250 for 30 days.

Hispanic Business site targets the Hispanic business population <http://www.hispanicbusiness.com/> Candidates can search job postings by occupation, keyword and/or state. Occupation choices range from Accounting to Writing/Journalism. COST: contact Account Executive for pricing per website.

Access www.flipdog.com/ and go to its Employers Section. Standard and priority job openings are available as posting options. Priority jobs are listed before standard postings when a page is displayed. You will need to call or email for a username/password prior to the first use. Purchase orders are accepted. COST: \$95/30 day for standard posting and \$145/30 day for priority posting

Latino Web is a site is designed to reach out to the Latino community. To post, select the JOBS category in the drop down menu. Postings remain until filled. Invoices are sent as billing process. COST: \$60 per posting

Hispanic college graduates access <http://www.saludos.com/> when looking for jobs.

Medhunters is a site at <http://www.medhunters.com/> that contains a job board for **healthcare professionals**. Employer registration is required to post positions and is free. An employer tutorial is available online and covers topics such as searching, posting, deleting and editing. Posting includes a "profile page" which includes your job description as well as community and organization descriptions, a link to your website and your company logo/graphic. Job seekers pre-fill information on their qualifications and if your location and description fit their profile, a copy of the job description will be emailed to them as a courtesy to both the job seeker and poster. COST: \$350 for 60-day posting (other packages available)

Medzilla at <http://www.medzilla.com/> posts medical positions and those related to medical fields. No limit of text per post. Email notification sent upon receipt and uploading of position. Invoice sent as billing mechanism. Used by employers such as Merck, Bristol Myer-Squibb, Johnson & Johnson. COST: \$95 per month

Monster is VERY popular with job seekers on the internet. Single job postings are simple and quick to complete. Posting is viewable within minutes and available 24/7. Searchable categories range from Accounting/Auditing to Transportation/Warehousing. Location and keyword searches are also available. COST: \$305 per single 60-day job posting. Go to <http://www.monster.com/>

National Society For Professional Engineers (NSPE) sponsors a site at <http://www.nspe.org/> which is geared towards the engineering community. Categories of positions range from Civil Engineering to Structural Engineering. No word limit to postings. Posting form is simple and straight forward. Online resume database search is supplied free of charge with job posting. Job seekers can search postings by category, region/state and keyword(s). Credit card online payment. Pay by check via US Mail with \$15 surcharge. COST: \$50 for 30 day posting

The **National Association of Black Accountants** has an online service that represents the interests of over 100,000 African-American professionals in the fields of accounting and auditing, finance, consulting, and management information systems, as well as a host of other career tracks relating to finance functions. For information about posting and rates (currently 30 for \$285), go to [/www.nabainc.org/](http://www.nabainc.org/)

LatPro is a main site for advertising to Latino professionals of all types. One job posting here will be distributed automatically to 80 other sites where Hispanic professionals look. This online employment service is at www.nshp.org/jobs.php You can place 1-4 ads for different positions for 60 days at a cost of \$225. Collect openings from your College and post a larger number and your cost drops to \$180.

MonsterTrak, <http://www.jobtrak.com> claims to be “the nation’s leading job listing service.” The site focuses on jobs for college career staff, students and alumni. It’s free to look at the postings, but it costs to post an opening (they call it “partner”).

Higher Ed Jobs at <http://www.higheredjobs.com/> is a website for posting administrative OR faculty jobs in academe. BGSU administrative staff and classified staff positions are automatically posted. Departments/schools/programs may post faculty positions. Contact HR for information on how to post your faculty opening.

Women in Higher Education has been in existence for 12 years. Their publication is monthly and reaches thousands of women leaders on campuses all over the U.S. and Canada. They also have a website which reaches international audiences. The publication goes to approximately 12, 000 readers each month through subscription, libraries, etc. The website lists all job ads by title and school and records approximately 1000 hits per day. The publication rates range from \$415-\$1035 based on size and includes the webposting. You can find out the specifics by visiting the website: <http://www.wihe.com> or emailing career@wihe.com or calling 1-608-251-3232 for information.

The **Department of Veteran’s Affairs** maintains a list of open positions for which veterans may be eligible. Both faculty and administrative staff positions can be posted here. Go to: <http://dva.jobsearch.org/>

The Veterans of Foreign Wars maintains a job site at <http://www.vetjobs.com> . Employers can post a single job for 60 days for \$150.

The National Association of Hispanic Journalists maintains a website of employment opportunities which is **free** to use. Jobs are posted weekly and is a service offered free of charge. The postings should be approximately 60-65 words in length including: a short description of the position, contact information and a deadline if necessary. The association prefers an email format. Send your journalism related openings to: NAHJ Job Bank, 1000 National Press Building, Washington, DC 20045 Fax: (202) 662-7144, jobbank@nahj.org

If you have any questions or contributions please contact: Marco Botero
Professional Development Manager
(202) 662-7147
mbotero@nahj.org




The Society for the Advancement of Chicanos and Native Americans in Science (SACNAS) has a website at <http://www.sacnas.org> . This site allows for posting of job and post doc openings at colleges and universities. For \$250, you can post one opening for 30 days. Other rates are available. Information can be found by emailing webads@sacnas.org

The Association for Women in Science can be found at <http://www.serve.com/awis/> Here you will find links to post open positions. Currently, the cost is \$90/column inch.

The Society of Women Engineers is found at <http://www.societyofwomenengineers.org> and by email at swe-joblistings@swe.org . One position posting costs \$200 for 90 days.

The Urban League has a website for job postings and job seekers. Try <http://www.nul.org/> and then click on Career Center. There is a cost (varies) for posting multiple jobs and a subscription rate to examine resumes for a particular period of time.

Other Recruitment Sources:

- Minority Serving Colleges and Universities 
- Northwest Ohio Newspapers 
- National Outreach Sources 
- Local Newspapers 