

Checklist for Job Openings

Job Opening _____ Date _____

Staff/
Prof. Staff _____ Administrative Faculty _____ Teaching _____

Date for Posting _____

Campus Advertising (Free):

_____ Faculty-Staff Bulletin

_____ GC Employment Homepage

***Please indicate 1 to 2-Tier 1 choices, 1-Tier 2 choice, and 1-Tier 3 choice of advertising of the below along with the Time Run Requested:**

Church Press:

Tier # _____ Time Run _____ Mennonite World Review (weekly): \$.70/word

Tier # _____ Time Run _____ The Mennonite (due 1st Friday of the month for publication the following month): \$1.30/word

Tier # _____ Time Run _____ Canadian Mennonite (bi-weekly): \$80/inch height

Local Press:

Tier # _____ Time Run _____ Goshen News: \$186 for 1 day listing & \$205 for 3 day listing (includes 7-day listing on Monster.com)

Tier # _____ Time Run _____ The Elkhart Truth: \$150 for 1 Sunday & \$190 for 2 Sundays (includes 7-day listing online)

Tier # _____ Time Run _____ South Bend Tribune: \$280 for 1 Sunday (includes 7-day listing online)

Other Publications:

Tier # _____ Time Run _____ Chronicle of Higher Education: \$320 for 60-day online listing

Tier # _____ Time Run _____ Council for Christian Colleges and Universities: \$175 for 30-day online listing

Tier # _____ Time Run _____ Inside Higher Ed: \$275 for 60-day online listing

Other: Name & Address:

Tier # _____ Time Run _____ _____

Tier # _____ Time Run _____ _____

Tier # _____ Time Run _____ _____

***-Advertising will begin with Tier 1. Advertising will only move to other tiers if Tier 1 advertising is unsuccessful.**