

RECRUITMENT ADVERTISING

OPEN POSITION TITLE: _____

ADMINISTRATIVE STAFF/PROF STAFF TFAC

Please list your preferences by number (number 1 is first preference, 2 is second, etc.) Human Resources will review all requests and may not post on a specific website if it is not cost effective. Staff positions are limited to local press.

MEMBER PUBLICATIONS:

Indicate publications where you wish to advertise the position to which you have a membership and/or is relevant to the position. A username and password will be needed for those with memberships or subscriptions.

PUBLICATION NAME	WEBSITE ADDRESS

LOCAL PRESS:

____ Goshen News ____ Elkhart Truth ____ South Bend Tribune

HIGHER ED JOB WEBSITES:

These sites are typically more expensive and will be utilized at Human Resources discretion.

____ The Chronicle of Higher Ed, jobs.chronicle.com

____ Higher Ed Jobs, higheredjobs.com

____ Diverse Jobs, diversejobs.net

____ Hispanic Alliance for Career Enhancement, haceonline.org
Job emailed to 29K+ diverse professionals, posted for 30 days

____ Council for Christian Colleges and Universities, careers.cccu.org

All positions posted on the Goshen College website are “scraped” by other job search engines such as Indeed, and Glassdoor.

Staff position advertising will be limited to local press.

All other position advertising will be commensurate with the salary for the position. If after advertising there are not enough candidates, we will need to review and decide if additional advertising is needed.