

Office of Affirmative Action
ADVERTISING INFORMATION FOR UNCLASSIFIED POSITIONS

Upon approval of the Provost or Vice-President and the Director of OAA, all Faculty, MnSCU Administrator and MSUAASF positions are posted on the following online sites:

PUBLICATION / WEBSITE	ONLINE AD	PRINT AD	AD DUE/ PUBLISH DATE	COST INFORMATION
SCSU Employment Opportunities www.stcloudstate.edu/employment/	X 30+ days		Online immediately – post for minimum of 30 days or more depending on application due date.	No direct cost
MnSCU Employment Opportunities www.mnscu.edu/about/jobopportunities/	X 30+ days		Due by 5:00 on Wed. – postings appear online following Monday	No direct cost
Higher Ed Jobs (HEJ) www.higheredjobs.com	X 30 days		Online immediately – post for minimum of 30 days or can also search their database for qualified candidates – contact OAA for details & login info.	Annual subscription \$1,895** unlimited postings
Inside Higher Ed (IHE) www.insidehighered.com	X 30 days		Online immediately – post for minimum of 30 days or more depending on application due date.	Annual subscription \$3,500** unlimited postings
Minnesota Diversity www.minnesotadiversity.com	X		Same as MnSCU – postings are “mirrored” from MnSCU site daily or can post directly	Annual subscription – Paid for by MnSCU – unlimited postings
National Minority Faculty ID Program * www.southwestern.edu/natfacid/	X 30 days		Online immediately Can also search for qualified candidates in their database – contact OAA for details & login info.	Annual subscription \$200** unlimited postings
The Academic Network Inc/Minority Faculty Applicant Database (MFAD) * www.needacademicdiversity.com	X 30 days		Online immediately Distributed to nearly 1,500 minority academic & prof. organizations & over 1,000 colleges/universities	Annual subscription \$1,000** unlimited postings
Higher Education Recruitment Consortium (HERC) www.uppermidwestherc.org	X		Same as MnSCU – postings are “mirrored” from MnSCU site daily or can post directly	Annual subscription – Paid for by MnSCU – unlimited postings

Paid advertising publications and websites used for faculty and administrative/MSUAASF searches:

PUBLICATION / WEBSITE	ONLINE AD	PRINT AD	AD DUE/ PUBLISH DATE	COST INFORMATION
The Chronicle of Higher Education www.chronicle.com/jobs	X 30 days	X	Online only – online next day for 30 days Print Ad w/30 days Online – 10 day lead time; online ad appears 4 days prior to printed edition	Online only - \$250/ad <hr/> Print Ad - per sq. inch (usually \$1,000-\$3,000 per ad)
Star Tribune www.startribune.com	X 30 days standard included	X Sunday for best exposure	Must be submitted by email by 3:30 pm on Thursday prior to Sunday's edition.	Print Ad – per sq. inch (usually \$700-1500 per ad)
St. Cloud Times www.careerbuilders.com	X Careerbuilders.com 30 days	X Sunday for best exposure	Must be submitted by 5:00pm on Friday prior to Sunday edition.	Print Ad – per sq. inch Online – Free (Careerbuilders.com included in print ad pricing)
Other Department Specific websites as requested (i.e. NCAA, AAG, APA)	X	X	Specific to website or publication	Specific to website or publication

* National Minority Faculty ID Program & MFAD – for Faculty positions only

** Paid by Academic Affairs Recruitment Funds

Other Notes:

- All Advertisements/Notices of Vacancies must be approved by the Office of Affirmative Action.
- Office of Academic Affairs will cover the cost of one OAA approved ad per search conducted. Ads paid for by Office of Academic Affairs must be placed by the Office of Affirmative Action staff
- Adjunct/part-time faculty ad costs and placement of ads are the responsibility of the respective department.