

Midwestern State University Human Resources Department

Position Advertising Resources

In an effort to attract a qualified and diverse workforce, all positions approved to be filled will be posted by Human Resources through the sites listed below along with other places deemed appropriate to the type of position:

[Texas Workforce Commission](#) – provides prospective employees a centralized location for available employment within the State of Texas. Assists job seekers by providing job matching assistance specific to their qualifications.

[MSU Employment Opportunities website](#)

[JobElephant.com](#) – A job-board that helps higher education employers find and recruit highly qualified, diverse professionals. This resource provides a centralized location to accommodate diverse recruiting needs. The JobElephant.com network consists of:

[AsiansInHigherEd.com](#)
[BlacksInHigherEd.com](#)
[DisabledInHigherEd.com](#)
[HispanicsInHigherEd.com](#)
[LgbtInHigherEd.com](#)
[NativeAmericansInHigherEd.com](#)
[VeteransInHigherEd.com](#)
[WomenAndHigherEd.com](#)

The hiring department may also elect to place paid advertisements. The placement and payment of additional announcements are 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 the list below for your consideration and convenience. A position may not be advertised until it has been approved for posting.

HIGHER EDUCATION RECRUITMENT RESOURCES

[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 Keys](#)

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.

[American College Personnel Association \(ACPA\)](#)

American College Personnel Association (ACPA) leads the student affairs profession and the higher education community in providing outreach, advocacy, research, and professional development to foster college student learning. ACPA members include undergraduate and graduate students studying student affairs or in higher education programs, faculty, student affairs educators, and administration.

[Chronicle of Higher Education](#)

The Chronicle of Higher Education attracts the best and brightest in academe with its authoritative news, insights, and career advice, helping professionals advance their careers and improve their institutions. Their website gets over 2.9 million unique visitors each month.

[Council for Advancement and Support of Education \(CASE\)](#)

The Council for Advancement and Support of Education is a global non-profit association dedicated to educational advancement – alumni relations, communications, development, marketing, and advancement services – who share the goal of championing education to transform lives and society. CASE helps its members build stronger relationships with their alumni and donors, raise funds for campus projects, produce recruitment materials, market their institution to prospective students, diversify the profession, and foster public support of education.

[Diverse Jobs](#)

Diverse Jobs is a diversity recruitment resource that has been in business for over 35 years. Diverse Jobs is a leading resource site for careers in academia, business, and health. Universities across the globe turn to Diverse Jobs to reach a larger, concentrated pool of qualified diverse candidates.

[Forte Foundation Website](#)

Forte Foundation is a non-profit consortium of leading companies and business schools working together to launch women into fulfilling, significant careers through access to business education, opportunities, and a community of successful women.

[HigherEdJobs](#)

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.

[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.

[INSIGHT into Diversity Magazine](#)

INSIGHT into Diversity is the oldest and largest diversity magazine and website in higher education today. For over 45 years, INSIGHT into Diversity Magazine has connected potential employees with institutions and businesses choosing to embrace a workforce

more reflective of our local and national communities. INSIGHT into Diversity connects employers to the most qualified individuals regardless of race, color, national origin, religion, gender, age, disability, medical condition or history, veteran status, gender identity or expression, and sexual orientation.

[Student Affairs](#)

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.

[University Jobs](#)

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

AMERICAN INDIAN OR ALASKA NATIVE RECRUITMENT RESOURCES

[American Indian Business Leaders \(AIBL\)](#)

The AIBL is the only American Indigenous non-profit organization solely dedicated to empowering business students. The mission of AIBL is to increase the representation of American Indians and Alaska Natives in business and entrepreneurial ventures through education and leadership development opportunities.

[American Indian Science & Engineering Society](#)

American Indian Science & Engineering Society is a recruiting resource that is a national non-profit organization focused on substantially increasing the representation of indigenous peoples of North America and the Pacific Islands in Science, Technology, Engineering and Math (STEM) studies and careers.

[Native American Jobs](#)

Native American Jobs is a recruiting resource with over 19 years of experience. Their mission is to help job seekers find the job of their dreams, in their home area or nationwide. This career website provides employment opportunities for all people from diverse, indigenous, and minority cultures.

ASIAN RECRUITMENT RESOURCES

[Association for Asian Studies](#)

Association for Asian Studies is a member of the American Council of Learned Societies, which participates in research and informational exchanges. This resource offers networking opportunities across all disciplines via a scholarly, non-political, non-profit professional association open to all persons interested in Asia and the study of Asia.

[National Association of Asian American Professionals \(NAAAP\)](#)

The NAAAP is a non-profit organization that cultivates and empowers Asian & Pacific Islander leaders through professional development, community service, and networking. The NAAAP has 30 chapters across the U.S., Canada, and China. Use the NAAAP Career Center as your source for Asian American professional talent.

BLACK OR AFRICAN AMERICAN RECRUITMENT RESOURCES

[American Association of Blacks in Higher Education](#)

The American Association of Blacks in Higher Education (AABHE) pursues the educational and professional needs of Blacks in higher education with a focus on leadership, access and vital issues impacting students, faculty, staff, and administrators.

[Blacks in Higher Education](#)

Blacks in Higher Education offers affordable, highly effective recruitment solutions for community colleges and universities. Blacks in Higher Education has active job seekers who are interested in staff, faculty, and administration positions within the higher education industry.

[Historically Black Colleges and Universities \(HBCU\) Connect.com](#)

HBCU Connect is a recruitment resource that receives 400,000 unique visitors per month, 8.5 million webpage views per month and their email list services over 1 million men and women who are either students or alumni of Historically Black Colleges & Universities. Essentially, HBCU Connect helps their members with a Bachelor, Master, and Ph.D. connect with career opportunities.

[National Association of Black Accountants, Inc. \(NABA\)](#)

The NABA is a nonprofit membership association dedicated to bridging the opportunity gap for black professionals in the accounting, finance, and related business professions. Representing more than 200,000 black professionals in these fields, NABA advances people, careers, and its mission by providing education, resources, and meaningful career connections to both professional and student members. The mission of NABA, Inc. is to address the professional needs of its members and to build leaders that shape the future of the accounting and finance profession.

[National Black MBA Association](#)

The National Black MBA Association is the premier business organization serving Black professionals. The National Black MBA Association is committed to the professional advancement of its members and is continuously seeking new opportunities and benefits to provide. There are 40 local NBMBAA Chapters and 20,000 members throughout North American.

[The Journal of Blacks in Higher Education \(JBHE\)](#)

The JBHE is dedicated to the conscientious investigation of the status & prospects for African Americans in higher education. The JBHE Weekly Bulletin delivers the latest news on African Americans in higher education each week. Since 1993, this journal has been sent out to over 11,000 people weekly, which drives many of the viewers to the website. JBHE.com continues to provide a cost-effective way to reach a highly targeted demographics of scholars at colleges and universities across the United States. JBHE.com offers multiple online advertising options for academic institutions.

HISPANIC OR LATINO RECRUITMENT RESOURCES

[American Association of Hispanics in Higher Education \(AAHHE\)](#)

The AAHHE is entering its fifteenth year and continues to address issues and concerns affecting Hispanics in Higher Education. This organization works to prepare more Hispanics to pursue a career in higher education as faculty, administrators, and policymakers.

[Hispanic Association of Colleges and Universities \(HACU\)](#)

The HACU was established in 1986. HACU represents more than 500 colleges and universities committed to Hispanic higher education success in the U.S., Puerto Rico, Latin America, Spain, and U.S. School Districts. HACU is committed to Hispanic success in education, from kindergarten through graduate school and into the workforce of tomorrow.

[Hispanics in Higher Education Network](#)

Hispanics in Higher Education Network offers a highly effective and affordable recruitment solution to recruit top professors, administrators, presidents, adjunct instructors, and other academic professionals.

[Hispanic Outlook on Higher Education](#)

The Hispanic Outlook on Education is a national monthly magazine that provides education news, innovations, networking, resources, and the latest trends impacting students from kindergarten through graduate school while maintaining a unique Hispanic perspective.

[National Association of Latino Professionals in Finance and Accounting \(ALPFA\)](#)

ALPFA focuses on developing and empowering Latino leaders in every sector of the global economy. ALPFA acts as a bridge to connect thousands of Latino students to paid professional internships and careers. ALPFA has over 94,000 members nationally through 45 professional chapters and more than 160 university student chapters.

[Society for the Advancement of Chicanos and Native Americans in Science \(SACNAS\)](#)

SACNAS has been working to make sure that those most underrepresented in STEM have the support they need to attain advanced degrees, careers, and positions of leadership. At SACNAS, they understand that diverse voices bring creative solutions to our world's most pressing scientific problems. That is why SACNAS is building a national network that is innovative, powerful, and inclusive.

INDIVIDUALS WITH DISABILITIES RECRUITMENT RESOURCES

[Ability Jobs/JobAccess](#)

This recruiting resource has the largest career website dedicated to helping businesses comply with Section 503 of the Rehabilitation Act. AbilityJobs/JobAccess has led the way in helping companies find qualified job seekers with disabilities.

[AbilityLinks](#)

This recruiting resource is the leading career website dedicated to employment of people with disabilities. AbilityLinks helps to increase the quality and diversity of the workforce by providing access to a qualified pool of candidates who self-identify as having a disability. AbilityLinks utilizes technology and personal interaction to match qualified individuals with disabilities to companies that embrace diversity.

[Recruit Disability](#)

This job search site is powered by the Sierra Group, the rehabilitation engineering consulting firm that develops workplace solutions to help more people with disabilities find awesome career opportunities.

LGBTQAI+

[ALL LGBT JOBS.com](#)

AllLGBTJobs.com is a member of the JustJobs.com family of job search engines developed by LatPro, Inc. for the USA. This extensive network of job boards gives

jobseekers free access to 377,352 jobs and benefits millions with 996,001 pages served over the last 30 days.

[Campus Pride](#)

Campus Pride serves LGBTQ and ally student leaders and campus organizations in the areas of leadership development, support programs and services to create safer, more inclusive LGBTQ-friendly colleges and universities. It exists to develop, support and give “voice and action” in building future LGBTQ and ally student leaders.

PROFESSION SPECIFIC RECRUITMENT RESOURCES

[Ag.Careers.com](#)

Ag.Careers.com is the leading online job board for agriculture, food, and biotechnology. AgCareers.com offers a University Partners program that is designed to highlight and share information about educational advancement opportunities in agriculture.

[National Association for Law Placement \(NALP\)](#)

NALP is an association of over 2,500 legal career professional who advises law students, lawyers, law offices, and law schools. NALP works every day to be the best career services, recruitment, and professional development organization in the world.

[National Association of International Educators \(NAFSA\)](#)

International education is a unique field and it requires the right person to be successful. NAFSA can help find the most qualified and dedicated staff to best serve your institution, students and mission. NAFSA members receive a significant discount when posting a job to the Job Registry.

[Public Relations Society of America \(PRSA\)](#)

The PRSA Jobcenter connects hiring employers with qualified Public Relations and Communication candidates through cost effective products that promote open positions and company brands to active and passive jobseekers.

[Publishers Marketplace](#)

Publishers Marketplace is the biggest and most dedicated marketplace for publishing professionals built on the foundation of Publishers Lunch, read by 40,000 industry insiders, and considered “publishing’s essential daily ready.”

[The Professional Association for Design \(AIGA\)](#)

The Professional Association for Design is the oldest and largest professional membership organization for design with 70 chapters and more than 18,000 members. Their goal is to advance design as a professional craft, strategic advantage, and vital cultural force. AIGA also focuses on enhancing professional development through enriching learning opportunities at all levels.

VETERAN RECRUITMENT RESOURCES

[HireVeterans.com](#)

HireVeterans.com offers veteran friendly employers access to a vast network of veteran resumes that offer skills, training and experience needed in every industry including IT, telecom, logistics, and security.

[Job Opportunities for Disabled Veterans](#)

This recruiting resource works with employers to find jobs for veterans with disabilities. Job Opportunities for Disabled Veterans works in conjunction with State Departments of

Vocational Rehabilitation, Wounded Warrior Transition Command Centers and military organizations that support our Nation's Heroes in their search for employment.

[Military.com](#)

Military.com is one of the leading websites for military members, veterans, and their families. This recruiting resource offers employers access to veterans, their skills, values, and extensive training that can enhance an organization's productivity. In 2004, Military.com teamed up with Monster Worldwide giving employers access to veterans that are highly trained in careers fields such as Information Technology, Information Security, Finance, and Administration.

[Veteran Jobs Gateway](#)

Veteran Jobs Gateway is a recruiting resource filled with a community of American Military Veterans that are in search of career and development opportunities.

[Vets.gov](#)

This recruitment resource serves veterans and employers. Vets.gov provides access to employers who want to hire Veterans and military spouses, along with providing a centralized location for veterans and military spouses to find available employment.

WOMEN RECRUITMENT RESOURCES

[Advancing Women](#)

Advancing Women has been a top recruiting site for women since 1996. Using state-of-the-art career site technology and deep ties in the diversity community, Advancing Women has a loyal audience of professional minority women. Advancing Women focuses on the education industry, as well as technology, biotech, medical, financial, government and the defense/security industry.

[American Association of University Women \(AAUW\)](#)

The AAUW's main focus is to improve the lives of millions of women and their families. They have been advocating for women and girls since 1881, when a small group of female college graduates banded together to open the doors for women's career advancement and to encourage more women to pursue higher education. Colleges and universities across the country advertise with AAUW every year to search for highly qualified women candidates to fill positions in administration, business, microbiology, computing, and engineering programs.

[Association for Women in Science](#)

The Association for Women in Science (AWIS), founded in 1971, is the leading organization that advocates on behalf of women in science, technology, engineering, and mathematics (STEM) to achieve business growth, social change, and innovation. AWIS is dedicated to achieving equity and full participation of women in all disciplines and across all employment sections. The AWIS Career Center provides employers with qualified professionals within science, technology, engineering, and mathematics industries who are ready to advance to their next career.

[Women for Hire](#)

Women for Hire is the leading career recruitment specialist for women. They offer comprehensive products and services exclusively for top employers in every field that support and enhance the commitment to diversity. Reach a national audience of talented diverse women by posting your opportunities on WomenForHire.com which was rated one of the Top 10 Career Sites for Women by Forbes.

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

The WIHE's goal is to enlighten, encourage, and empower women on campus as well as to win the acceptance of women in higher education. WIHE seeks to increase the number of women in campus leadership roles and provide a continuing source of education and passion for women in academia.

ADDITIONAL RECRUITMENT RESOURCES

Bluefishjobs.com

Bluefishjobs.com is a recruitment resource that can assist in attracting top talent. Bluefishjobs.com reported that they have an average of 10,000 visitors to the site each month. They also reported that each job listed on their site receives an average of 1,000 views.

[Career Builder](http://CareerBuilder.com)

For special MSU Texas rate contact **Joe Batterman** or call him at **(773) 353-3950**. Career Builder offers MSU Texas a 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.

[Dallas Morning News](http://DallasMorningNews.com)

Dallas Morning news offers employment advertising through job boards, digital advertising, classified ads, and partnerships with Monster.com and Recruitology.com. The Dallas Morning News has a social media audience of 1.4 million.

Dice.com

Dice.com is the definitive platform for recruiting in the tech area, with a database of over 60 million tech professionals. This recruitment resource can provide access to a community of skilled and engaged technologists actively looking for their next great opportunity. Dice offers sourcing solutions, job postings, branding services as well as targeted hiring campaigns.

Diversity.com

Diversity.com has been a leader in the diversity jobs market since 2000. We feature job postings from some of the best diversity employers across a wide variety of industries such as manufacturing, education, non-profit, finance, healthcare, technology, and marketing from customer service jobs all the way up to high-level executive positions.

[Glass Door](http://GlassDoor.com)

Glassdoor is one of the fastest growing jobs and recruiting sites. Glassdoor holds a growing database of millions of company reviews, CEO approval ratings, salary reports, interview reviews and questions, benefits review and more. Glassdoor also supports job and career community that allows the world a look at jobs and companies.

[IMDiversity](http://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.

Monster.com

Monster is a global leader in connecting the right people with the right jobs. Monster gets 20,000 unique visitors every single month. Through powerful distribution networks and

partners, Monster extends exposure to over 1000 newspaper partners, other job board sites, Veteran employment sites, and Monster applications.

NCORE

One of the major programs of the Southwest Center of Human Relation Studies is the National Conference on Race and Ethnicity in American Higher Education (NCORE®).