

# Administrative Support Positions – Outreach Resources

Note that the following list of outreach resources is not comprehensive. As you are the expert in your field, we encourage you to identify and utilize additional resources and networks in your search. If you know of resources that are not listed here, but should be, let us know by emailing them to [Jim.Stemach@humboldt.edu](mailto:Jim.Stemach@humboldt.edu).

## DIVERSITY OUTREACH RESOURCES/PROFESSIONAL ASSOCIATIONS – CLERICAL SUPPORT POSITIONS

### [AdminCareers](#)

Niche job board for administrative-related job postings. Not higher education or diversity-specific, but a potentially useful recruiting tool. Access to resume database. (\$99 for online listing)

### [Professional Women of Color Network](#)

Connects Women of Color to professional/career resources and growth opportunities. Not specific to higher education. (\$5 for online listing)

## PROFESSIONAL ASSOCIATIONS – CLERICAL SUPPORT POSITIONS (to use as relevant)

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

Job search portal and resume bank. (\$150 for online listing)

### [American Society of Administrative Professionals](#)

Professional development and online resource for administrative professionals. Includes resume bank. (\$200 for online listing)

### [Association of Executive and Administrative Professionals](#)

Development, resources, and support for administrative professionals. Online job board, resume bank; options to utilize larger network. (\$125 for online listing)

### [International Association of Administrative Professionals](#)

Registered professional association with 22,000 members and 500 chapters worldwide. (\$200 for online listing; options to utilize larger network)

AND MANY MORE...

## OTHER PLACES TO CONSIDER LISTING

[Craigslist Bay Area](#), [Craigslist Portland](#), and/or [Craigslist Sacramento](#) (\$25 for single category listing in each region)

Use [Facebook](#) page postings to connect with relevant professional networks. Requires a free Facebook account.

Use [LinkedIn](#) to post your job, and to get the word out via social media networks. Requires a free LinkedIn account. (Free to share a job within your professional network; \$195 for single listing on their job board)

Send position announcement to reputable departments/universities specializing in this field, with a request that they circulate it among their alumni and networks.