

Administrator 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.

DIVERSITY-FOCUSED OUTREACH RESOURCES/PROFESSIONAL ASSOCIATIONS – ADMINISTRATOR POSITIONS

[Academic Diversity Search, Inc.](#)

National employment resource specializing in connecting women and minorities with academic institutions. Listings for executive/administrative/staff positions. (\$150 for online listing)

[Insight Into Diversity](#)

Affiliated with publication of the same name. Posting includes access to online resume bank. (\$319 for online listing)

[NASPA: National Association of Student Personnel Administrators](#)

Professional association for student affairs administrators, faculty, and graduate and undergraduate students. Includes resume database and access to identity-based “[Knowledge Communities](#)” with active social networks. (\$150 for online listing on [The Placement Exchange](#))

[Women in Higher Education](#)

News journal/website for women in higher education. Focus on executive and management level positions. (\$225 for online listing)

PROFESSIONAL ASSOCIATIONS – ADMINISTRATOR POSITIONS (to use as relevant)

[American Association of University Administrators](#)

Association committed to developing and advancing superior standards for the profession of higher education administration. Free listings for AAUA members.

[American Association of Collegiate Registrars and Admissions Officers](#)

Nonprofit, professional association with job listings specialized for admissions, enrollment management, student service and other higher education administration professionals. (\$420 for online listing, non-member)

[Association of Higher Education Facilities Officers \(APPA\)](#)

Seeks to create positive impact in the educational facilities field. Online job board and resume bank. (\$561 for online listing)

[CUPA: College and University Professional Association for Human Resources](#)

Online job listing site dedicated exclusively to positions in higher education human resources. (\$195 for online listing)

[NACUBO: National Association of College and University Business Officers](#)

Professional association for college/university business officers. Includes resume database and e-group listserves. (\$300 for online listing)

AND MANY MORE...

(continued on reverse)

OTHER PLACES TO CONSIDER LISTING

[Chronicle Careers \(Chronicle of Higher Education\)](#)

Largest recruitment platform in higher education, national in scope. (\$285 for online listing)

[Inside Higher Education](#)

Online news, commentary, and tools for higher education professionals, national in scope. (\$225 for online 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 associations. 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.