

Paraprofessional 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 – PARAPROFESSIONAL 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)

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

Leading national voice promoting equity and education for women and girls. Online career center. (\$3 per word)

[Insight Into Diversity](#)

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

PROFESSIONAL ASSOCIATIONS – PARAPROFESSIONAL POSITIONS (to use as relevant)

Note: because of the broad spectrum of fields and skills affiliated with this job category, the professional associations you might consider for outreach will vary widely. For example, for a biology lab tech position, you might consider outreach through professional associations in Biology. For an accounting clerk position, you might consider outreach through professional associations in the fields of Business or Finance.

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

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

[American Institute of Graphic Artists \(AIGA\)](#)

Job listings focused on graphic design. (\$195 for online listing)

AND MANY MORE...

OTHER PLACES TO CONSIDER LISTING

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

Largest recruitment platform in higher education. (\$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.

(continued on reverse)

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.