

Professional Positions (general) – 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.

Note: the general resources below are appropriate for many Professional positions. However, because of the broad spectrum of skills affiliated with this job category, outreach resources specific to the following fields – **Accounting/Business/Finance, Information Technology, and Marketing/Public Affairs** – are also available on the Human Resources website.

DIVERSITY-FOCUSED OUTREACH RESOURCES/PROFESSIONAL ASSOCIATIONS – PROFESSIONAL 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)

[Equal Opportunity Publications](#)

Diversity-focused online job board and resume bank, not specific to higher education. (\$250 for single online listing)

[HBCU Career Center](#)

Online job board for Historically Black Colleges and Universities. Positions are not specific to higher education. Includes resume banks and networking opportunities. (\$99 for single online listing)

[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)

[Women@Work Network](#)

Job board and networking resource focused on mid- to senior-level professional women, not specific to higher education. Includes resume bank. (\$199 for single online listing)

PROFESSIONAL ASSOCIATIONS – PROFESSIONAL POSITIONS (to use as relevant)

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

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

[California Association of Student Financial Aid Administrators](#)

Provides training and professional development opportunities for the financial aid community. (\$125 for online listing)

(continued on reverse)

[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)

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

Professional association for student affairs administrators, faculty, and graduate and undergraduate students. Includes resume database (\$150 for online listing on [The Placement Exchange](#))

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.

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.