

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 would like to request pricing on any of the below resources, or if there are outreach resources that you know of that should be added to this list, please contact us at careers@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.

[Insight Into Diversity](#)

Affiliated with publication of the same name. Posting includes access to online resume bank.

[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.

[Women in Higher Education](#)

News journal/website for women in higher education. Focus on executive and management level positions.

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.

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

Seeks to create positive impact in the educational facilities field. Online job board and resume bank.

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

Online job listing site dedicated exclusively to positions in higher education human resources.

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

Professional association for college/university business officers. Includes resume database and e-group listserves.

AND MANY MORE...

OTHER PLACES TO CONSIDER LISTING

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

Largest recruitment platform in higher education, national in scope.

[Inside Higher Education](#)

Online news, commentary, and tools for higher education professionals, national in scope.

[Craigslist Bay Area](#), [Craigslist Portland](#), and/or [Craigslist Sacramento](#)

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)

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