

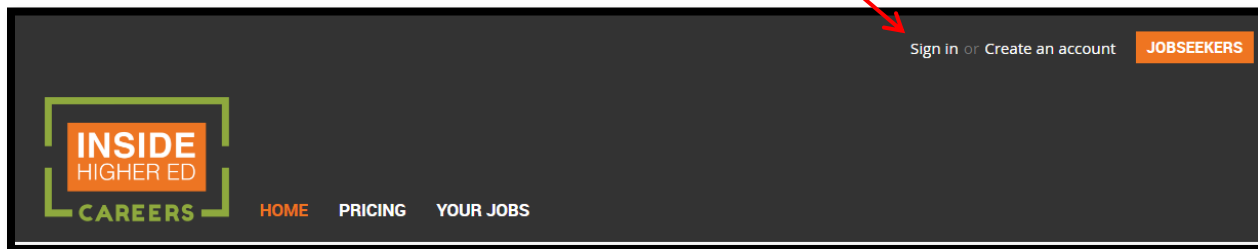
How to Post a Job

INSIDE
HIGHER ED

March 22, 2017

Sign-in or Create an Account

- Start at <https://recruiters.insidehighered.com/>
- Click **Sign in** in the top right-hand corner.
- If you already have an account, enter your email address and password then click **Sign in** again.
- If you do not have an account, click **Create An Account** and fill out the form to create an account
- If an account already exists, you will receive an error message. Send an email to recruit@insidehighered.com or call **202 448 6104** and we will give you access to the account.



Select Your Product

- Click **POST YOUR JOB NOW**, this will direct you to the pricing page
- Choose the product that best fits your needs and click **Post A Job**

Now:

- Standard Job Listing
- Promoted Job Listing
- Diversity Focus Listing
- Maximum Exposure (90 Days)

Live jobs 149 Expiring jobs 18

Post Your Job with Inside Higher Ed
Unlimited credits

Find the right candidate for your open position.

Each posting is live for 60 days and includes:

- Full compliance with Department of Labor requirements
- Direct exposure via job alerts sent to candidates' inboxes
- Top notch customer service, including job performance reports, if requested

[POST YOUR JOB NOW](#)

Want to Make Your Job Stand Out?

When you have a high-profile or hard-to-fill position, *Inside Higher Ed* can help.

We have multiple options to help your job posting stand out so you can attract great candidates:

- Priority placement in job search results
- Special styling and the ability to include your logo
- Link in our popular *Daily News Update* email newsletter

[VIEW PRODUCTS AND PRICING](#)

Provide Listing Details

- Enter **Job title** (required) and **Job reference** (also called requisition number) for tracking purposes (optional)
- The **Publication date and duration** will be automatically generated. There is no need to update this field unless you want the job to run for less than 60 days or start at a later date
- Start typing your **location** (city, state) into the text box. You must click your location from the drop-down options provided. You will see a yellow box that states “Maximum of 1 location selected” once you have chosen. If you do not select an option from the drop-down menu **you will receive an error**
- The **location description** field will automatically populate based on your selection above.

Location

This will **not** be shown in your job posting. Enter the city and state of the job location. If the job location is outside of the United States, please enter the country name only. For online or remote positions, select Online/Remote.

irvine|

- Irvine, Pennsylvania
- Irvine, Kentucky
- Irvine, California
- East Irvine, California
- West Irvine, Kentucky
- University of California Irvine, Irvine

Location

This will **not** be shown in your job posting. Enter the city and state of the job location. If the job location is outside of the United States, please enter the country name only. For online or remote positions, select Online/Remote.

Maximum of 1 location selected.

Selected

Irvine, California ✕

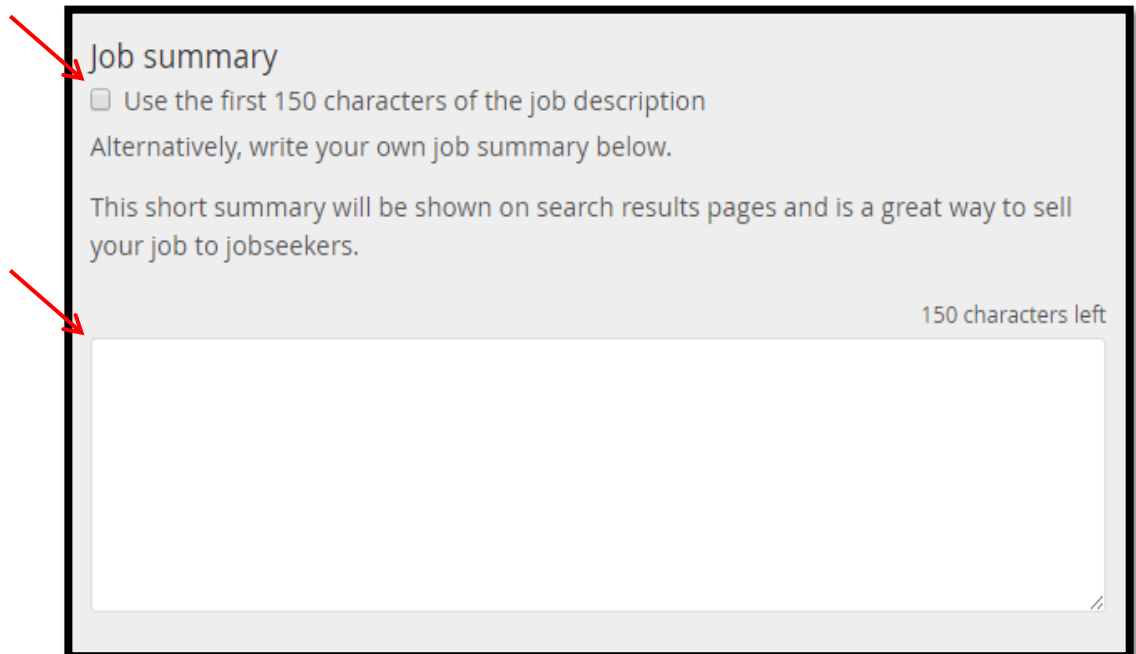
Assign Categories

- Next, you will need to select one of the four options to categorize your job type.
 - Categories are: **Faculty Jobs, Administrative Jobs, Executive Administration Jobs, and Jobs Outside Higher Education.**
 - You do not need to select a type in all four boxes.
 - It is very important to select the categorization that best matches your job so your job comes up in search results correctly.
- You can select to display a **Position Type** by selecting from the drop-down menu.
- Select your **Institution Type** from the options given (required).

The screenshot displays a web interface for assigning job categories. It is divided into two main sections: 'Faculty Jobs' and 'Administrative Jobs'. The 'Faculty Jobs' section contains two columns of checkboxes. The first column lists: Arts & Humanities, Education (checked), Engineering & Mathematics, Health & Medical, Professional Fields, Science & Technology, and Social Sciences. The second column lists: Child Development & Family Studies, Curriculum & Instruction, Educational Administration & Leadership (checked and highlighted in light blue), Instructional Technology & Design, and Special Education. Below these lists is a 'Selected' section showing two items: 'Education' and 'Educational Administration & Leadership, Education', each with a red 'x' icon to its right. The 'Administrative Jobs' section is partially visible at the bottom, showing checkboxes for Academic Affairs, Institutional & Business Affairs, Technology, and Student Affairs.

Include Job Description

- You can enter a salary description in the text box field (optional).
- Enter the full body of your job description in **Job description and summary** text box.
- Select the check box under **Job summary** to use the first 150 characters for the short description OR you can write your own in the following box (required).
 - To improve the quality of your listing in search results, write a short description



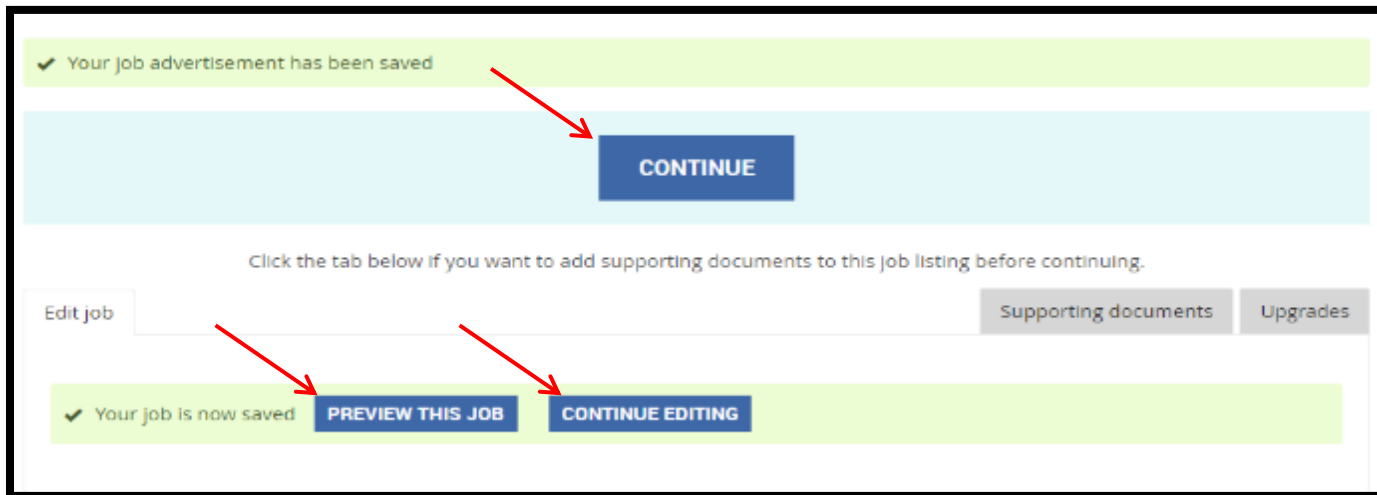
The screenshot shows a form titled "Job summary". It contains a checkbox labeled "Use the first 150 characters of the job description". Below the checkbox is the text "Alternatively, write your own job summary below." and a paragraph: "This short summary will be shown on search results pages and is a great way to sell your job to jobseekers." At the bottom right of the form, it says "150 characters left". A large, empty text input box is at the bottom of the form. Two red arrows point to the "Job summary" title and the text input box.

Complete Job Details

- If your logo is not already showing under **Upload employer logo**, you can do so now
 - Your logo must be a 360 x 180 .jpg, .gif, .png, .jpeg with a file size of less than 244KB).
 - This option is *only* available to Unlimited clients and listings with logo upgrade.
- Next, you will choose the method in which you would like to receive **Applications**:
 - By email (also stored in 'Your Jobs' within your account)
 - Include the email address you wish to send applications to
 - Stored in 'Your Jobs'
 - Applications will not be sent to you, and will be accessed through your IHE Careers account
 - Via another site or an applicant tracking system
 - Jobseekers leave our site to complete application on your job pages
 - Include the link you want to redirect the applicants to
 - Offline – applicants will only see contact information (email or mailing address). They will not be able to submit an application online
 - Include the first name, last name and telephone number for them to contact with questions
- **Alternate employer name** (optional) should only be chosen if you want the institution name on the job posting to appear differently than the account name.
- Now click **Save and Continue**.

Preview & Continue

- On this next screen you have multiple options:
 - Preview this job: This will open a separate tab and allow you to preview your listing on the job board.
 - *Note: to get back to the screen to edit or purchase the position, you will need to close the preview tab.*
 - Continue Editing: This will take you back to the previous page to make any further edits to your listing
 - Continue: This will open a pop-up menu of upgrades you can choose from before purchasing your job



Review Upgrades and Check Out

- After clicking **Continue**, a pop-up menu will appear with optional upgrades. Select an upgrade(s) or just click **Continue to cart** if you wish to proceed without any upgrades
- Click **Checkout**.
 - Note: if you have a contract you will see Confirm credit usage, click that button. You will not pay for the posting: The total will say \$0.00 (or amount equal to any selected upgrades).
 - If you have a contract with IHE, this will be your last step in the process.
- **Review your order then click Pay Online**

Upgrade Option	Price	Description
<input type="checkbox"/> Logo In Listing	\$95.00	Displays your institution's logo in search results and alongside your job post.
<input type="checkbox"/> Feature in the Daily News Update	\$299.00	Includes a link to your job posting in the Featured Jobs section of the Daily News Update, now reaching 115,000 opt-in subscribers each weekday. With a limit of just 10 jobs per issue, your listing will reach a large audience with minimum competition.
<input type="checkbox"/> Diversity Network	\$125.00	Cross-post your job to Diversityjobs.com, an effective site for attracting a diverse job audience.
<input type="checkbox"/> Promote in Diversity Matters newsletter	\$195.00	Feature your position in our weekly newsletter that showcases today's pressing diversity topics
<input type="checkbox"/> Show Diversity Focus in Search Results	\$145.00	Emphasize the diversity focus of your position on the search results page, including special highlighting
<input type="checkbox"/> Feature in Inside Digital Learning newsletter	\$195.00	Promote your position in our weekly newsletter on digital education

Your cart 1

Item	Type	Price	Actions
History Professor	Standard Job Listing	\$299.00	Remove Add a job

Discount code: Apply code

Subtotal: \$299.00

Total: \$299.00

CHECKOUT

Review your order and pay
Order reference: IND_015548

Item	Type	Price
History Professor	job posting	\$299.00

Subtotal: \$299.00

Total: \$299.00

PAY ONLINE

Pay for Purchase

- (This step is required only for non-contract clients)
- **Fill out the payment details then click Pay Now**
- Your order is now complete
- If you wish to print a copy of your receipt click **Print Receipt** below your order details

All fields are required unless marked optional

Card holder name

Card Type Issue number optional
Visa

Card number CSV number

Start date optional Expiration date
Month Year Month Year
Select Select Select Select


Address line 1

Address line 2 optional

City State

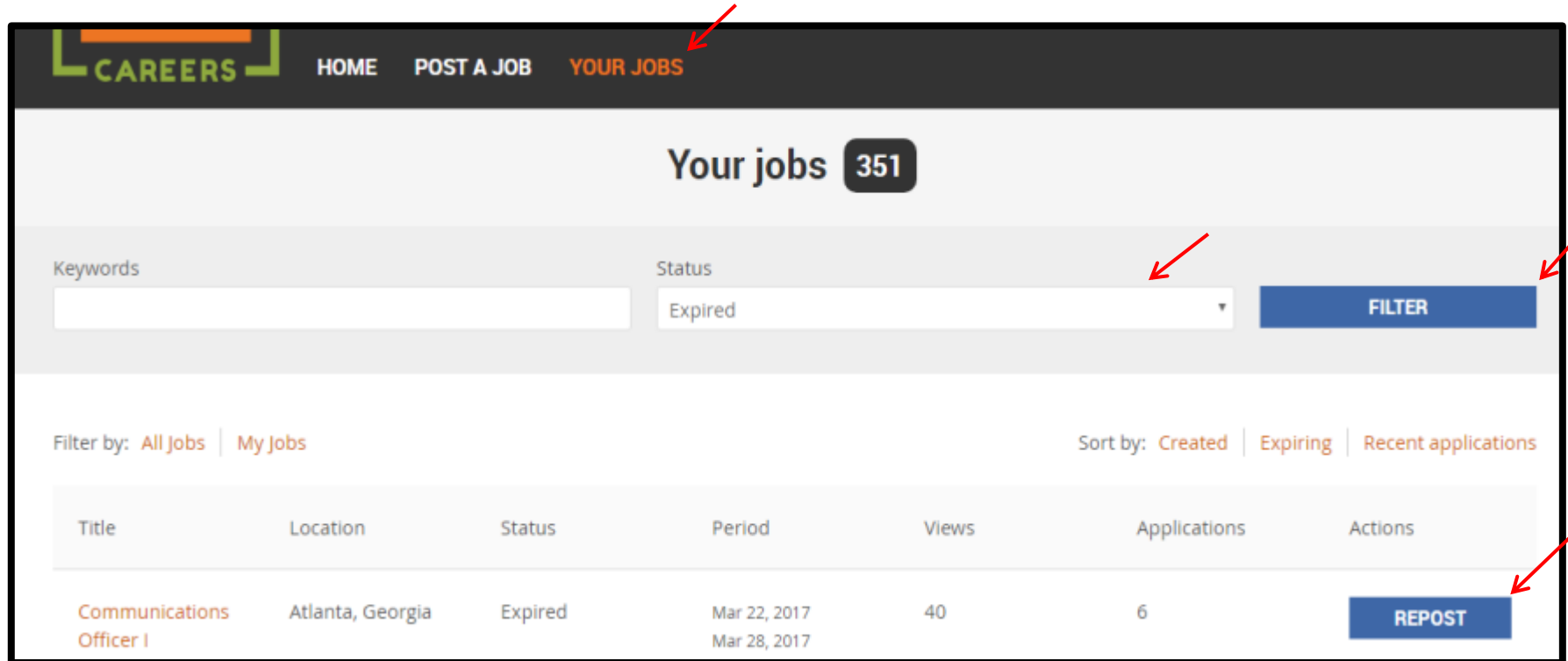
Zip code Country
 United States

Total payment \$299.00 **PAY NOW**



Repost a Job

- Make sure you are logged into your account, and select 'Your Jobs'
- Change the status to 'Expired' and then click Filter
- Find the job that you wish to repost and click the **blue button** next to the job that says Repost
- You now have the ability to make any updates to the job, when ready click Save and Continue
- Follow **steps on pages 8-10** to complete the transaction and have the job reposted



CAREERS HOME POST A JOB **YOUR JOBS**

Your jobs **351**

Keywords Status **FILTER**

Filter by: [All Jobs](#) | [My Jobs](#) Sort by: [Created](#) | [Expiring](#) | [Recent applications](#)

Title	Location	Status	Period	Views	Applications	Actions
Communications Officer I	Atlanta, Georgia	Expired	Mar 22, 2017 Mar 28, 2017	40	6	REPOST

Upgrade a Job

- Make sure you are logged into your account, and select 'Your Jobs'
- Change the status to 'All Jobs' and then click Filter
- Find the job that you wish to upgrade and click the **blue button** next to the job that says Upgrade
- Select the upgrade(s) you want to add to your job from the pop-up box
- Follow **steps on pages 9-10** to complete the transaction and apply the upgrade

Key elements in the screenshot:

- Navigation: HOME, POST A JOB, YOUR JOBS
- Section: Your jobs 368
- Filters: Keywords, Status (All Jobs), FILTER
- Options: Filter by: All jobs | My Jobs; Sort by: Created | Expiring | Recent applications
- Job Table:

Title	Location	Status	Period	Views	Applications	Actions
Administrative Manager II	Atlanta, Georgia	Live	Mar 28, 2017 Apr 06, 2017	26	4	UPGRADE

Upgrade your job advertisement for better visibility

<input type="checkbox"/> Logo in listing	\$95.00	Displays your institution's logo in search results and alongside your job post.
<input type="checkbox"/> Feature in the Daily News Update	\$299.00	Includes a link to your job posting in the Featured Jobs section of the Daily News Update, now reaching 115,000 opt-in subscribers each weekday. With a limit of just 10 jobs per issue, your listing will reach a large audience with minimum competition.
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<input type="checkbox"/> Weekly Diversity Matters newsletter	\$195.00	Increase engagement with our readers through our weekly email covering today's pressing diversity news
<input type="checkbox"/> Show Diversity Focus in Search Results	\$145.00	Emphasize the diversity focus of your position on the search results page, including special highlighting
<input type="checkbox"/> Feature in inside Digital Learning newsletter	\$195.00	Promote your position in our weekly newsletter on digital education

CONTINUE TO CART