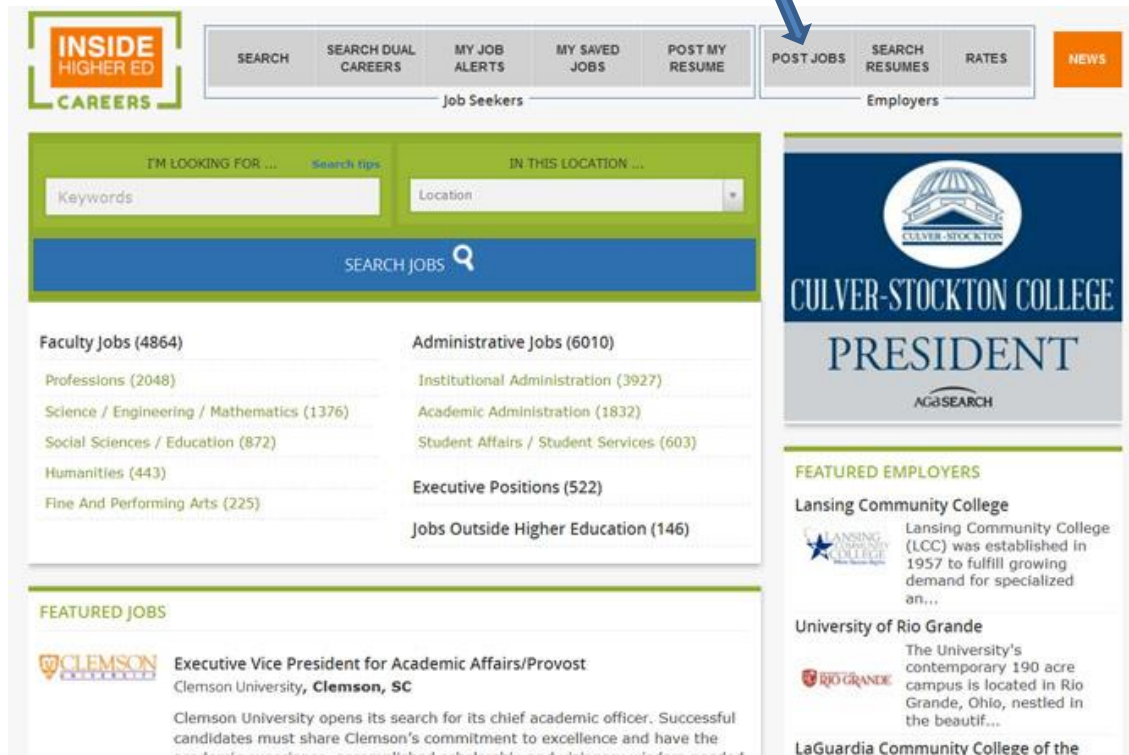
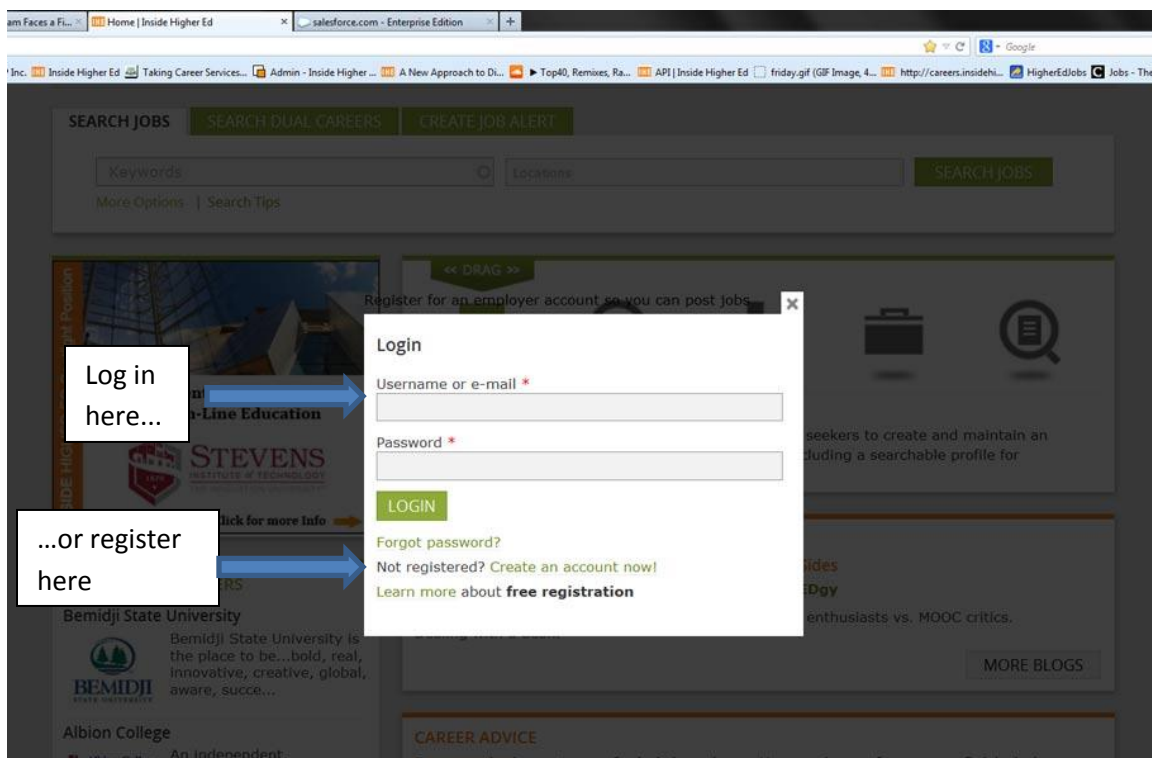


# How to post a job on Inside Higher Ed

Start at [careers.insidehighered.com](http://careers.insidehighered.com). Click the **Post Jobs** link in the top section.



If you've already registered your recruiter account, log in now using the pop-up box. If not, click the "Create an account now" link.



Start by keying in the first few letters of the institution where the job is located into the “institution” field. In most cases, your institution will then appear in our drop down menu. Click on the institution name to enter it in the institution field.

If your institution does not appear in our drop down menu (you may want to try a couple of different variations to be sure), enter the complete institution name in the field and tab out of the field.

**IMPORTANT NOTE** – If your institution has purchased an unlimited posting package, entering the correct institution name from the drop down menu will update the pricing on the order form to reflect your contract pricing – which means you will not be charged for standard postings.

## Post a new job

NEED HELP?

Enter part of the institution name then choose from the drop down menu.

Institution \*

Enter a bit of your institution name to find it in our drop down menu, then choose the name from the menu. This will give the appropriate pricing is applied. If your institution name is not recognized, please type in the complete name and tab out of the field.

Buy credits that can be used to post jobs over the next year.

ADD 5 CREDIT PACKAGE - \$1,050.00

ADD 10 CREDIT PACKAGE - \$1,995.00

Standard job postings on Inside Higher Ed now run for 60 days for the same low price. As always, we impose no word limits.

### Posting Information

Choose your posting options:

60 Days \$250.00 (or 1 credit)

From date

01/13/2014

To date

03/14/2014

Choose a 60 day ad and add the appropriate upgrades.

### Upgrade your job

Premium Posting \$150.00 (or 1 credit)

Includes Featured Job link in one day's edition of our Daily News Update e-mail plus top positioning search results. NEW! Include your logo in your Premium Posting -- submit your posting below and mail a jpg or png version of your logo to [recruit@insidehighered.com](mailto:recruit@insidehighered.com) for assistance. NOTE TO CONTRACT CLIENTS -- up to ten postings may be upgraded to Premium at no charge. Standard charges apply to Premium upgrades after the first ten.

Spotlight Ad \$995.00 (or 5 credits)

Add a banner ad on the Inside Higher Ed home page plus a fully designed Web page exclusively for your search. Runs for 30 days and includes Premium Posting benefits. ([Learn more](#))

If you have purchased posting credits (a 10 job credit posting package, for example), the number of job credits available to you will be displayed at the top of the posting form. The credits required for each posting option are displayed on the posting form.

Click the button for the 60 day ad and use the date fields to fine-tune if need be. You may add a Premium Job upgrade or a Spotlight Job upgrade by clicking the appropriate button (information about Premium Postings and Spotlight Ads is available at [www.insidehighered.com/employers](http://www.insidehighered.com/employers)). If you choose the Spotlight Ad option, we'll be in touch within one business day to confirm your ad.

Complete the posting form:

**JOB LOCATION** – These fields tell candidates where the job is located.

**JOB TITLE** – Be as descriptive as possible. Something as simple as “Lecturer, Spanish Language and Literature” at least tells a candidate what the job is all about. Even better? “Lecturer position in lively Spanish department available for dedicated teacher.”

**INTRODUCTION** – This text appears with your job title and institution name in search results – it’s a chance to grab a candidate’s attention with a compelling detail about the job or your institution. If you don’t include an introduction, we’ll display the first line or two of your description instead.

**DESCRIPTION** – Writing effective recruitment ads is not difficult, but it does take a little thought. The thing to remember above all is that you’re not just writing for people who are actively job hunting (and therefore won’t be put off by jargon or a de-humanizing experience), but for terrific hires who are NOT looking. Your ad needs to grab attention with a strong statement about why a great hire should be interested. And it should be written from the candidate’s perspective.

**JOB TYPE** – Choose one option from the drop down menu.

**JOB CATEGORY** – You can assign up to 5 categories by holding down your “control” key.

**APPLICATIONS GO TO...** – You must provide at least one method for candidates to use to apply for your posting. A URL that links to your jobs site (ideally directly to the posting in question) is sufficient. You may also provide a mailing address and/or an e-mail. If you want all applicants to start on your website, include only a URL and leave the other fields blank.

When you’ve entered the job posting information, you may click “Post Another Job” to, well, post another job, or “Continue” to check out. Clicking “Continue” will bring up your shopping cart.

The screenshot shows the left portion of a job posting form. It includes sections for 'Job Location' with dropdowns for Country (United States) and State (Illinois), and text boxes for City (Chicago) and ZIP Code (60305). Below is the 'Job Details' section with a 'Title' field. The 'Introduction (Hide summary)' section has a large text area with a note: 'Your summary will appear along with your job title and institution name in search results. Keep it short - 200 characters or less. If you don't include a summary, we'll display the first line or two of your description instead. Current length is 0.' The 'Body' section has another large text area. At the bottom, there is a link for 'More information about text formats'.

The screenshot shows the right portion of the job posting form. It features 'Job Type' (Tenured/tenure track/full-time faculty) and 'Job Category' (History) dropdowns. The 'Applications Go To...' section has a note: 'You must provide at least one option for receiving applications.' It includes fields for 'Email' (ApplyTo@Concordia.com), 'URL', and 'Address'. The 'Address' section has fields for Country (United States), Full name, Institution (Concordia University), Street, Street 2, City (Chicago), State (Illinois), and ZIP Code (60305). At the bottom, there are two buttons: 'POST ANOTHER JOB' and 'CONTINUE'.

To preview your posting, click on the job title. **IMPORTANT NOTE: THE PREVIEW PAGE INCLUDES ALL INFORMATION REQUIRED FOR FOREIGN LABOR CERTIFICATION OF INTERNATIONAL FACULTY.**

INSIDE HIGHER ED CAREERS

SEARCH SEARCH DUAL CAREERS MY JOB ALERTS MY SAVED JOBS POST MY RESUME POST JOBS SEARCH RESUMES RATES NEWS

Job Seekers Employers

NEED HELP?

## Shopping cart

Product Title *	Price	Total	Remove
60 Days Assistant Professor of Applied Mathematics (University of Texas at Tyler)	Price \$250.00		
	Contract Discount -\$250.00	\$0.00	REMOVE
	Subtotal \$0.00		

\* Click on a job title for a summary of your posting suitable for Department of Labor documentation.

Total: \$0.00

POST ANOTHER JOB CHECKOUT EMPTY MY CART

Inside Higher Ed  
1015 18th Street NW  
Contact Us | About Us | For Employers | Advertise | Work For Us | Testimonials | Rights and Pe  
Share our content

Click the title of your ad under Title for a preview of your posting. You can print the resulting page for your records.

Click "Checkout" to continue to billing or click "My Cart" at the top right hand corner to return to your shopping cart.

Click "My Cart" in the top right hand corner to return to your cart or click "Checkout" to pay for your order and post your job.

Clicking "Checkout" will bring you to the payment screen (or to the confirmation page if you're posting for an institution with an unlimited posting plan). Enter a discount code (if applicable) and click the "Apply" button – this will adjust your price to reflect your discount.

Enter your billing address and a purchase order number if you require one. Note: Inside Higher Ed does require a P.O. if you are asking to be invoiced.

Choose your payment method – If you are paying by credit card enter the required information on the form. If you prefer to be invoiced for the posting, click the button that says "Send me an invoice." We'll show you the e-mail address we'll be sending the invoice to – make sure it's correct! And please be sure you have already included a P.O. number.

# Payment

NEED HELP?

## Total

[VIEW CART](#)

Subtotal \$225.00

Total: \$225.00

Post these jobs as:

HRaddress@Concordia.edu

[UPDATE USER](#)

Enter the e-mail of the employer to post these jobs for.

Discount Code

[APPLY](#)

Add a discount code if you have one. You must click Apply for the pricing to go into effect.

Purchase Order

You can provide a P.O. number that will appear in your billing statement.

If you do not have a purchase order, you may pay by credit card, or contact us for assistance at 202-659-9208.

## Billing Address

Country \*

United States

Full name \*

HR Main Contact

Street \*

University Street

Street 2

City \*

Concordia

State \*

Illinois

ZIP Code \*

60305

## Payment Method

Pay now with a credit card

Send me an invoice

Card number \*

Expiration month

January

Expiration Year

2013

Security code \*

[CANCEL](#)

[COMPLETE PURCHASE](#)

When you press "Complete Purchase", your jobs will be submitted to Inside Higher Ed and you will be charged.

## Payment Method

Pay now with a credit card

Send me an invoice

You must include a Purchase Order number with your invoice payment.

Email Address \*

InvoicesGoTo@Concordia.edu

We'll e-mail your invoice to this address.

[CANCEL](#)

[COMPLETE PURCHASE](#)

When you press "Complete Purchase", your jobs will be submitted to Inside Higher Ed and you will be charged.

Pay by credit card or choose "Send me an invoice" and make sure we've got the right e-mail address and a P.O. number (required).

Click "Complete Purchase" and you're through! We'll send an e-mail confirmation immediately upon posting, as well as when your ad goes live on our website. If you've requested an invoice you'll receive it within about a week.

## OTHER FEATURES OF YOUR RECRUITER ACCOUNT

Hover over “My Account” link on the top right hand corner and click “My Job Posts” to review existing postings, get DOL documentation summaries from past postings, pick up a job for additional time on the site, or print a posting. You must be logged in to your account to see this link.

The “My Account” link allows you to see your account information and to change things like your password or e-mail address. You’ll also find “Order History” to get a quick overview of all your activity.

The screenshot shows the 'My Job Posts' dashboard. A callout box at the top left explains that the 'My Job Posts' link allows reviewing/editing existing postings and saving account changes. A blue arrow points from this box to the 'MY JOB POSTS' tab. Another callout box at the bottom right explains that clicking the 'Select' button allows editing, deleting, or expiring a job. A red arrow points from this box to the 'SELECT' button in the table.

**“My Job Posts” allows you to review/edit existing postings. “My Account” allows you to save changes to your account information.**

**To edit, delete or expire a job, click the “Select” button and choose the appropriate menu option.**

**Your Active Job Posts**

Start Date: From date [ ] To date [ ] Filter [ ]  
Format: 2014-04-09

With selected: REJECT HIDE UPGRADE EXPIRE DELETE

Order	Title	Institution	From	To	Type	Upgrade	Viewed	Clicked	Operations
139139 Summary*	Faculty positions - Science, Engineering	King Fahd University of Petroleum & Minerals	August 28	August 27	30 days	Standard Job	590	96	SELECT
139139 Summary*	Faculty Positions - Dammam Community College	King Fahd University of Petroleum & Minerals	August 28	August 27	30 days	Standard Job	506	61	SELECT
139139 Summary*	Faculty Positions	King Fahd University of Petroleum & Minerals	August 28	August 27	30 days	Standard Job	1,028	86	SELECT

\* Click for a summary of your posting suitable for Department of Labor documentation.

By default, your dashboard will show you your pending job posts. To view a different set of ads, choose from the available tabs in “My Active Job Posts” (Pending, Active, Rejected or Expired).

Please feel free to contact us if you have any questions or if you would like help posting your openings. You can reach us anytime at [recruit@insidehighered.com](mailto:recruit@insidehighered.com) or 202-659-9208 from 9 am - 5 pm Eastern. You can find more recruiting information online at [www.insidehighered.com/employers](http://www.insidehighered.com/employers).

