

Advertising Resources and Information - for hiring both faculty and staff

(Sent by Shirley Rey Lovato, via email to all A&S DAs, September 7, 2017)

For information regarding advertising resources and possible related costs, go to <https://hr.unm.edu/advertising-services>. The most commonly asked questions are answered below for your convenience:

1. For HigherEdJobs.com postings, the cost is \$135
2. For diversity-focused job boards, you can download the "Diversity Outreach/Advertising Resources" listing found within the [HR link](#). Below is the snap shot of the area where you can find the information.

1. Identify Your Needs

Select the **Advertising Resources** you would like to use.

To view a list of diversity-focused job boards, please download our list of **Diversity Outreach/Advertising Resources** [\[A\]](#)

Please Note: If you do not see the advertising resource that you would like to utilize or if you have a niche need, please contact the Staff Recruitment Services team for consultation.

3. Requests for advertising are completed through an "advertising request form" also located in the link above. Below is the snap shot of the area where you can find the information. I also attached the form for your convenience.

2. Complete the Form

Fill out the **Advertising Request Form** [\[M\]](#)

Please note the following deadlines for printed advertisement requests:

Sunday publication of the Albuquerque Journal: Prior Wednesday, no later than 12:00pm

Saturday publication of the Gallup Independent: Prior Wednesday, no later than 12:00pm

Thursday publication of the Navajo Times: Prior Monday, no later than 12:00pm

Wednesday publication of the New Mexico Bar Bulletin: Two Wednesdays prior, no later than 12:00pm

4. In order to submit your advertising request, you will need to do the following:

3. Submit Your Request

Determine where to send your request below:

- **If you have not yet submitted your posting request in UNMJobs**, attach your completed Advertising Request Form to the "Documents" section of the posting request. The HR Transaction Center Representative who posts your position will forward your request to the Staff Recruitment Services team.
- **If your position is currently posted**, submit your completed Advertising Request Form to the Staff Recruitment Services team via email to jobadvertising@unm.edu [\[E\]](#) with a subject line of "Advertising Request."

NOTE: Jobing.com and HigherEdJobs.com are *automatic*. In the posting requisition, if you click in the Jobing.com and HigherEdJobs.com boxes (see snap shot below), **the system will automatically send your Ad for you**. Nothing further is needed from you to get your ad posted in either of these two sites. Don't forget to enter your index in the index box.

Advertising Resources	See PAM
Jobing.com Posting	Yes
HigherEdJobs.com Posting	Yes
Primary Index for Recruitment Costs*	

If you will be using any of the resources listed on the HR Recruitment Services website (besides jobing.com and HigherEdJobs.com listed above), **you will need to fill out the [advertising request form](#) and work with them directly to process the request**. This form DOES NOT get attached to the faculty posting requisitions.