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| **Advertising Request Form** | | |
| **\*Requester Name:** | **\*Requester Phone:** | |
| **\*Title of Vacancy:** | **\*Working Title:** | |
| **\*Req #:**  ***Note:*** *If completing this form prior to the position being posted in UNMJobs, the Posting # field should be left blank.* | | |
|  | | |
| **DEPARTMENT BILLING INFORMATION** | | |
| **\*Primary Index #:** | Secondary Index #: | |
| **\*Primary Account Code:** | Secondary Account Code: | |
| **% of charge:** | % of charge: | |
| **\* HOW WOULD YOU LIKE TO ADVERTISE?** *(check all that apply)* | | |
| **Job Boards/ Web Ads:** Your choice of both paid and free web-based resources listed below.  **Print Ad:** Display Ad in various publications *or* a Consolidated Ad in the ABQ Journal (Sunday publication ONLY)  ***\*Please complete applicable section(s) below regarding your selection(s).*** | | |
|  | | |
| **Complete this section for: JOB BOARDS/WEB ADS** | | |
| **Ad Text: *Posting language for web ads will be pulled directly from UNMJobs, unless otherwise specified below.*** | | |
| **\* Please select your resources below by placing an “X” in the desired resource.** | | |
| **General Diversity Resources**  CareerBuilder.com **$523.75** (31 days)  Diversity.com **$231.25** (30 days)  IMDiverstiy.com **$162.50** (30 days)  INSIGHT into Diversity **$418.75** (60 days)  Job Target Diversity Media Package **$311.25** (30 day)  Monster.com $**475** (30 days) | **Social Media Resources**  Twitter **FREE**  LinkedIn Jobs {posts shared with recruiters’ networks} **FREE** | |
| **General Higher Education Resource**  American Association of Hispanics in Higher Education **$6.25** (30 days)  Chronicle of Higher Education **$443.75** (60 days)  Diversity in Higher Education **$130**(60 days)  Inside Higher Ed **$380** (60 days)  The Journal of Blacks in Higher Education **$312.50** (60 days)  ScholarlyHires.com **$146.25** (180 days)  Women in Higher Education **$269.94** (30 days) | **Veteran Resources**  We Hire Heroes **$131.24** (30 days)  Veteran Healthcare Jobs **$130** (60 days)  Veteran’s Job Bank **FREE** (30 days)  Be a Hero Hire a Hero **$255** (30 days)  Hire Patriots **$68.75** (30 days)  Job Opportunities for Disabled American Veterans **$68.75** (30 days) | |
| **Niche Resources**  Geojobs.org **FREE** (60 days)  JournalismNext.com **$106.19** (90 days)  Association for Training and Development- New Mexico Chapter **FREE** (30 days)  TechCrunch (Crunch Board) **$256.25** (30 days)  Dice.com **$625** (30 days)  Stack Overflow **$625** (30 days)  Miracle Workers **$530** (30 days)  AHIMA’s Career Assist- Job Bank $**443.75** (30 days)  National Association of Pediatric Nurse Practitioners **$487.50** (30 days)  Public Responsibility in Medicine and Research PRIM&R **$381.25** (30 days)  New Mexico Academy of Physicians Assistants **FREE** (60 days)  OncologyNurseJobs.com **$412.50** (30 days) | **No Cost Resources**  Alibi Online Classifieds **FREE** (7 days)  Association of Training and Development- New Mexico Chapter **FREE** (30 days)  Central New Mexico Community College **FREE** (30 days)  New Mexico State University **FREE** (30 days)  New Mexico Tech **FREE** (30 days)  University of Texas- Austin Career Website **FREE** (45 days)  UNM Alumni Association **FREE** (7 days)  UNM Career Services (Lobo Career Connection) **FREE** (variable time) | |
| **Women’s Resources**  Business and Professional Women’s Foundation **$381.25** (30 days)  Women for Hire **$100** (30 days)  CareerWomen.com **$255** (30 days)  National Association of Women Law Enforcement Executives $**6.25** (30 days)  Association for Women in Science **$381.25** (30 days)  National Professional Women of Color Network Career Board **$206.25** (60 days)  Women Work! Network **$530** (30 days) | **UNM Jobs Initiated Advertising**  HigherEdJobs (60 days)  Staff postings for Main & HSC **FREE**  Faculty Postings for Main campus and HSC **$135**  All branch campuses (Staff and Faculty) **$150**  Jobing.com **FREE**  New Mexico Workforce Connections **FREE**  **Will feed listing through numerous other sites as well** | |
| **Other Resources:** | | |
| **The following Applicant instruction verbiage will be included automatically:  *TO APPLY:***  *For complete information including closing dates, minimum requirements, and instructions on how to apply, please visit our career website at http://unmjobs.unm.edu/.* ***Please refer to Posting #\_\_\_\_\_\_\_.***  **\*REQUESTER: Please type initials here to approve cost(s) associated with selection(s):**  ***Please Note:*** For any costs not confirmed within the above selections, Staff Recruitment Services will submit a cost quote via email to the Requester for final approval prior to processing job board/web advertising requests. A return email with the Requester’s approval must be returned to [jobadvertising@unm.edu](mailto:jobadvertising@unm.edu) in order for the ad(s) to be processed. | | |
| **Complete this section for: PRINT ADS** | |
| **DISPLAY AD(S): Your choice of publication(s)** | |
| **\* Requested Publication(s) and Date(s):**  Choose a Publication Click here to enter a date. **Other Publication:** Click here to enter a date.  Choose a Publication Click here to enter a date. **Other Publication:** Click here to enter a date.  Choose a Publication Click here to enter a date. **Other Publication:** Click here to enter a date.  **\* Requested Text** :  **Cost:** **Varies, based upon # of words/lines and selected publication(s).**  ***Please Note:*** Staff Recruitment Services will submit a cost quote via email to the Requester for final approval prior to confirming Display Ads. A return email with the Requester’s approval must be returned to [jobadvertising@unm.edu](mailto:jobadvertising@unm.edu) in order for the ad(s) to be processed.  **\* Job Category Number & Name (see below chart):**   |  |  |  | | --- | --- | --- | | 0060 - Schools 0080 - Child Care 0085 - Computer Personnel 0088 - Customer Service 0090 - Dental 0095 - Domestic/Caregivers  0100 - Drivers 0105 - Engineering  0115 - General Office | 0120 - Insurance 0125 - Management 0130 - Medical – Clerical  0135 - Medical - Professional  0140 - Miscellaneous Employment 0145 - Part-Time Employment  0150 - Professional Degreed  0155 - Professional NON Degreed  0170 - Sales | 0180 - Scientific 0185 - Security  0190 - Technical 0195 - Telemarketing 0200 - Trades  0160 - Restaurants/Lodging  0165 - Retail |   **The following Applicant instruction verbiage will be included automatically:*****TO APPLY:*** *For complete information including closing dates, minimum requirements, and instructions on how to apply for this or any UNM position please visit our website at* [*http://UNMJobs.unm.edu*](http://UNMJobs.unm.edu)*, call (505) 277-6947, or visit our HR Service Center at 1700 Lomas Blvd NE, Suite 1400, Albuquerque, NM 87131. EEO/Minorities/Females/Vets/Disabled.* | |
| **ONCE THIS FORM HAS BEEN COMPLETED:**  ***If the UNMJobs Posting Action Request has not yet been submitted,*** attach this form to the “Documents” section of your Posting Action Request; ***If the position is currently posted****, submit directly to* [*jobadvertising@unm.edu*](mailto:jobadvertising@unm.edu)*.* | |