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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 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 in order for the ad(s) to be processed.**\* Job Category Number & Name (see below chart):**

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| 0060 - Schools0080 - Child Care0085 - Computer Personnel0088 - Customer Service0090 - Dental0095 - Domestic/Caregivers0100 - Drivers0105 - Engineering0115 - General Office | 0120 - Insurance0125 - Management0130 - Medical – Clerical0135 - Medical - Professional0140 - Miscellaneous Employment0145 - Part-Time Employment0150 - Professional Degreed0155 - Professional NON Degreed0170 - Sales | 0180 - Scientific0185 - Security0190 - Technical0195 - Telemarketing0200 - Trades0160 - 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**.*  |