The Division of Human Resources has prepared the following guide to support divisions’ efforts to recruit talented and diverse candidates. Please refer to this guide when developing Recruitment Plans – Human Resources will work with your department to advertise in desired venues. *Note:* this guide is not exhaustive; divisions are encouraged to advertise vacant positions in as many venues as possible. Email recruiter@mail.montclair.edu with any questions.

Human Resources will automatically post all vacant positions on the [Higher Education Recruitment Consortium’s website](https://www.hercjobs.org) and when applicable, higheredjobs.com.

### General Higher Education/Non-Profits

- Higher Ed Jobs
- The Higher Education Recruitment Consortium (HERC)
- Idealist
- The Chronicle of Higher Education
- Inside Higher Education
- Hispanic Outlook
- Diverse: Issues in Higher Education
- College and University Professional Association for Human Resources (CUPA)
- National Association of College and University Business Officers (NACUBO)
- National Association of College and University Attorneys (NACUA)

### General Jobs Boards

- The Ladders (for high level positions only)
- LinkedIn (distribute within personal networks)

### Development/Advancement

- The Association of Fundraising Professionals (including outreach to AFP’s diverse members)
- The Chronicle of Philanthropy
- Women in Development

### Information Technology/Engineering-Related

- Dice
- National Society of Black Engineers
- Society of Hispanic Professional Engineers
- Society of Women Engineers

### Media

- Media Bistro
- National Association of Black Journalists

### Nursing

- Minority Nurse
- American Association of Colleges of Nursing

### Other Venues

- Montclair State University’s Center for Career Services
- Other universities’ career services centers – outreach to schools with degree programs relevant to the vacant position
- Industry-specific affinity group list serves, including ones within your personal networks