

Talent Acquisition Job Advertisement Options – Staff Positions

Audience: Recruiters, Recruiting Coordinators, Hiring Managers, Department Recruiting Assistants

Overview/Introduction:

The Talent Acquisition team has a selection of free and paid job boards and advertisement options to use as part of your sourcing strategy to expand outreach and build our talent pipelines.

Please review this list and let your recruiter know which job boards/sites you would like to use to advertise your open position(s). If selecting a paid option, please provide an Oracle funding string for payment. Your recruiter will then work with the OHR recruiting coordinator(s) to submit the position for advertising/posting.

The recruiter will document these efforts as part of the sourcing strategy for your open position.

Do you know of any additional job boards or sites to advertise CMU opportunities? Share with your [recruiter!](#)

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Auto-Post Job Boards/Advertising

All CMU staff positions jobs posted on the external careers page are [automatically advertised/featured](#) in the job boards listed below. If interested in any job posting upgrade options for any of those job boards identified below, please work with your HR Recruiter.*Faculty Positions are also automatically advertised/featured.

Source	Job Posting Duration	Source Overview
Indeed.com	120 days	#1 job site in the world with over 250 million unique visitors every month. Indeed automatically scrapes CMU's career site and features opportunities on their jobs page, for no cost.
SimplyHired.com	30 days	SimplyHired automatically scrapes CMU's career site and features opportunities on their jobs page, for no cost.
Glassdoor	30 days	Glassdoor is a job board that combines job listings with company reviews, salary data, and interview insights shared by employees. It helps job seekers find open roles and research potential employers, while companies use it to post jobs and build their employer brand.
LinkedIn.com	Until position is filled/unposted.	The world's largest professional network with nearly 800 million members in more than 200 countries and territories worldwide. CMU recruiters have the ability to promote a handful of job postings and can reach out to passive talent and invite them to apply for our opportunities.
Direct Employers Association*	Until position is filled/unposted.	Specializes in assisting federal contractors with their OFCCP requirements and ensuring that all applicable VEVRAA and Section 503 regulations are met.
State Job Banks (i.e. PA Career Link)	Until position is filled/unposted.	Free online job boards that allows employers to post their job openings, search candidate resumes and connect with potential hires, all at no cost.
Higher Education Recruitment Consortium (HERConnect) / RecruitMilitary.com	Until position is filled/unposted.	A non-profit coalition of over 700 colleges, universities, hospitals, research labs, government agencies, and related non- and for-profit organizations, committed to building a pipeline of faculty, staff and executives in academia. HERC automatically cross-posts all CMU jobs to RecruitMilitary.com + a handful of other niche sites.
HigherEdJobs.com* & HigherEdMilitary.com*	Until position is filled/unposted.	HigherEdJobs is the leading source for jobs and career information in academia. Each month the site is visited by more than 1.5 million higher education professionals who rely not only on its comprehensive list of jobs, but also on its news and career advice. All jobs will not only be featured on HigherEdJobs.com, but automatically cross posted to HigherEdMilitary.com which helps reach a select audience of veteran's and military-connected higher education professionals.

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<u>The Chronicle for Higher Education*</u>	Until position is filled/unposted.	The Chronicle of Higher Education has the nation's largest newsroom dedicated to covering colleges and universities, providing indispensable real-time news and deep insights, plus the essential tools, career opportunities, and knowledge to succeed in a rapidly changing world.
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Additional Advertising Options

Advertising Options – General

Source	Job Posting Duration	Cost	Source Overview
<u>CMU Staff Employee Referral Program (ERP) (Eligible positions only)</u>	Until position is filled/unposted.	\$500-\$1500	CMU employees are encouraged to refer qualified external candidates for open full-time and part-time staff positions at Carnegie Mellon. Through the ERP, we hope to harness internal networks and create competitive candidate pools. Managers have the discretion to set the reward amount (between \$500-\$1,500). A payment is only issued in the event you hire an eligible referral and they complete their provisional period.
<u>Handshake.com</u>	30 days	Free	Colleges and universities use Handshake to store student information such as résumés, cover letters and university transcripts. Students/alumni can build online profiles using their own information and list their academic interests. Employers can review these profile and post jobs or internships, also for free. CMU recruiters can access this job board to post opportunities and to proactively reach out to the alumni network.
<u>Vibrant Pittsburgh</u>	Monthly feature	Free	Vibrant Pittsburgh's mission is to welcome, engage and retain talent in the region. As a partner, CMU is featured on the website and has a general landing page for candidate viewing with a hyperlink back to the CMU Careers page. With this membership we are provided with seven free job postings each month.
<u>Pittsburgh Hires Veterans(PHV)</u>	30 days	Free	As a Preferred Employer partner, CMU has the ability to post our jobs on PHV's job board.
<u>Facebook</u>	Until position is filled/unposted.	Free	There are a variety of free job board groups on Facebook that recruiters can join to highlight CMU opportunities, including: Jobs in Allegheny County, Pennsylvania; Allegheny, Beaver, and Washington County Jobs; JOBS in Pittsburgh, PA and surrounding areas
<u>PA Women Work</u>	30 days	Free	Community organization focused on empowering individuals to advance in their careers and achieve self-sufficiency through life-changing career development programs and mentorship. As a preferred partner, CMU has the ability to advertise up to four jobs per week, for no cost.

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<u>Indeed Sponsored Jobs</u>	Duration determined by dept.	Budget set by department.	#1 job site in the world with over 250 million unique visitors every month. While all of CMU's jobs are automatically featured on Indeed for 120 days, Indeed offers sponsored job capabilities to elevate your job posting to be at the top of the page for similar search listings.
<u>Zip Recruiter</u>	Duration determined by dept.	\$24/day	Job board/posting service with an easy-to-use dashboard that helps recruiters sort, review and rate applicants inviting them to apply to their applicant tracking system.
<u>NEXTPittsburgh.com</u>	1-2 weeks	\$65 for 1 week	NEXTPittsburgh, a locally owned business, is the must-read publication about the people driving change in our city and the innovative and cool things happening here, including posting and/or featuring Pittsburgh-based job opportunities.
<u>Craigslist</u>	30 days	\$35	A classified ads website, operating in over 70 countries with over 20 billion page views and 80 million new advertisements each month. While it covers everything from properties to rent and gigs to attend, Craigslist is also a great place for employers to attract candidates.
<u>American Association of People with Disabilities (AAPD)</u>	30 days	\$125	The American Association of People with Disabilities (AAPD) is a convener, connector, and catalyst for change, increasing the political and economic power of people with disabilities.
<u>abilityJOBS.com</u>	30 days 60 days	\$125 \$175	Connects employers with talented job seekers who have disabilities.
<u>Disabledperson.com</u>	30 days	\$100	Promotes the employment of individuals with disabilities.
<u>Pennsylvania National Guard Associations (PNGAS)</u>	30 days	\$35	Job board connects employers with veterans of the Pennsylvania National Guard and their families.

Advertising Options – Higher Education

Carnegie Mellon University

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Source	Job Posting Duration	Cost	Source Overview
Academic Keys	4 months	\$55	Database of over 1,350,000 faculty, post-docs and senior graduate students throughout the United States.
HireEd.com	90 days	\$500	Serves faculty and staff in higher education.
Inside Higher Education	60 days	\$349	Inside Higher Ed serves the entire higher ed including individuals, institutions, corporations, and nonprofits; It provides news, analysis, and solutions tailored to help professionals and organizations in higher education be more effective
National Association of College and University Business Owners (NACUBO)	30 days	\$499	NACUBO is a membership organization representing over 2,500 colleges, universities, and higher education service providers across the United States and internationally.

Advertising Options – Athletics

Source	Job Posting	Cost	Source Overview
NCAA Market	30 days	\$360	Job board for collegiate athletics.
National Association of Collegiate Directors of Athletics (NACDA)	30 days	\$299	NACDA serves as the professional association for those in the field of athletics administration, providing educational opportunities and serving as a vehicle for networking and the exchange of information with others in the profession.

Advertising Options – Research

Source	Job Posting Duration	Cost	Source Overview
Society of Research Administrators International (SRAI)	30 days	\$500	The Society of Research Administrators International (SRA International) is the premier global research management society providing education, professional development and the latest comprehensive information about research management to professionals from over 40 countries.
National Council of University Research Administrators (NCURA)	30 days	\$300	Over 8,600 research administrators throughout the US and across the globe.

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Paid Advertising Options – Tech

Source	Job Posting Duration	Cost	Source Overview
Dice	30 days	\$399	Leading career website focused on technology and engineering professionals.
TechCrunch (CrunchBoard)	30 days	\$349	CrunchBoard is the official job board of TechCrunch. Jobs posted on CrunchBoard will be visible on the TechCrunch network including the website, daily newsletters and social channels.
Association for Computing Machinery (ACM)	30 days	\$899	ACM brings together computing educators, researchers, and professionals to inspire dialogue, share resources, and address the field's challenges.
Tech Elevator	30 days	Free	CMU has a relationship with Tech Elevator Pittsburgh, a 14-week coding bootcamp program designed to prepare cohort graduates who have a desire to break into the work of software development for junior developer and/or other entry level technical opportunities. CMU recruiters engage with Tech Elevator bootcamp participants in many ways including employer showcases, panel presentations, mock interviews, and virtual interview/matchmaking sessions.

Advertising Options – Marketing and Communications

Source	Job Posting Duration	Cost	Source Overview
Council for Advancement and Support of Education (CASE)	30 days	\$279+	The Council for Advancement and Support of Education is the global nonprofit association dedicated to educational advancement professionals — in alumni relations, communications, development, marketing, and advancement services — who share the goal of championing education to transform lives and society.
Public Relations Society of America (PRSA)	30 days	\$399	The PRSA Job center connects hiring employers with qualified Public Relations and Communication candidates through cost effective products, which promote open positions and company brands to active and passive jobseekers.
Council for Advancement and Support of Education (CASE)	30 days	\$349	The Council for Advancement and Support of Education is the global nonprofit association dedicated to educational advancement professionals—in alumni relations, communications, development, marketing, and advancement services.
American Marketing Association	30 days	Free	The Pittsburgh Chapter of the American Marketing Association connects marketing professionals in the Pittsburgh region, providing professional development and networking opportunities.

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<u>College and University Public Relations and Associated Professionals (CUPRAP)</u>	Ongoing; recruiter must reach out to contact to request position be removed.	Free	CUPRAP is a voluntary organization of communications professionals from colleges, universities and independent schools dedicated to advancing the understanding of higher education and enhancing the professional development of its members. CUPRAP members work in public relations, media relations, marketing, publications, sports information, web and graphic design, and more.
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Advertising Options – Law Enforcement / Security

Source	Job Posting Duration	Cost	Source Overview
<u>International Association of Campus Law Enforcement Administrators (IACLEA)</u>	30 days	\$299	The largest professional association devoted to excellence in campus public safety and law enforcement. Its members are police chiefs, public safety directors, law enforcement officers, and security personnel at higher education institutions across the globe.
<u>Go Law Enforcement</u>	90 days	\$120	With over 100k monthly visitors, this is one of the largest and most popular job boards for law enforcement professionals. Jobs are featured in a weekly email notification that goes out to thousands of subscribers, and job listings are published with local, state, and federal agencies.
<u>iHireSecurity</u>	Monthly subscription	\$369	iHireSecurity is a niche job board dedicated solely to the Security industry.

Advertising Options – Skilled Labor / Trades

Source	Job Posting Duration	Cost	Source Overview
<u>The Blue Collar Recruiter</u>	30 days	\$250	Promotes the recruitment, training, and placement of skilled trades professionals
<u>BoonNation</u>	Monthly subscription	\$100/month for unlimited job posts	Promotes the recruitment and connection of skilled trades professionals.

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Advertising Options – Early Childhood Education

Source	Job Posting Duration	Cost	Source Overview
National Association for Education of Young Children (NAEYC)	30 days	\$220	A professional membership organization that works to promote high-quality early learning for all young children, birth through age 8, by connecting early childhood practice, policy, and research. The association comprises nearly 60,000 individual members of the early childhood community and 52 Affiliates, all committed to delivering on the promise of high-quality early learning.
ECEHire.com	45 days	\$10	A Pennsylvania-specific career website for early childhood education providers and professionals.
North American Reggio Emilia Alliance (NAREA)	60 days	\$175	This network of educators, parents and advocates seeks to elevate both the quality of life and the quality of schools and centers for young children.

Advertising Options – Accounting and Finance

Source	Job Posting Duration	Cost	Source Overview
The American Finance Association (AFA)	30 days	\$545	The American Finance Association (AFA) is the premier academic organization devoted to the study and promotion of knowledge about financial economics.
iHireFinance.com	Monthly Subscription	\$369	iHireFinance focuses on advertising opportunities within Finance/Accounting
Association for Financial Professionals	30 days	\$550	As the certifying body in treasury and finance, the Association for Financial Professionals (AFP) established and administers the Certified Treasury Professional (CTP) and Certified Corporate Financial Planning and Analysis Professional (FPAC) credentials, setting the standard of excellence in the profession globally. AFP's mission is to drive the future of finance and treasury and develop the leaders of tomorrow through certification, training, and the premier event for corporate treasury and finance.
American Accounting Association (AAA)	30 days	\$400	American Accounting Association (AAA) is a research, education, and practice association for accountants in America.
Accounting Jobs Today	30 days	\$259	Accounting Jobs Today is a popular job listings website where accounting candidates search for their next career opportunity. It is a good site for finding suitable candidates for your accounting department.

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Source	Job Posting Duration	Cost	Source Overview
<u>Association of International Certified Professional Accountants Global</u>	30 days	\$495	Association of International Certified Professional Accountants Global Career Hub connects accounting professionals looking for their next career opportunity with employers searching for the best accounting talent.
<u>National Association of College and University Business Officers (NACUBO)</u>	45 days	\$299	A membership organization that represents over 2,500 colleges, universities, and higher education service providers across the United States and internationally
<u>ACCA Careers</u>	30 days	Free	The Association of Chartered Certified Accountants (ACCA) is a global professional body for accountants and finance professionals. Apart from acting as a professional body, it also features a career page for its members and other accounting and finance professionals.

Advertising Options – Human Resources

Source	Job Posting Duration	Cost	Source Overview
<u>International Foundation of Employee Benefit Plans</u>	30 days	\$450	Nonprofit membership organization dedicated to providing education, research, and information to those working in the employee benefits industry
<u>World at Work</u>	30 days	\$249	World at Work serves total rewards and HR professionals working throughout the world.
<u>Society of Human Resources Management (SHRM)</u>	30 days	\$299	SHRM is a member-driven catalyst for creating better workplaces where people and businesses thrive together. With nearly 340,000 members in 180 countries, SHRM touches the lives of more than 362 million workers and their families globally.
<u>Pittsburgh Human Resources Association (PHRA)</u>	30 days	\$359	An affiliate of SHRM, PHRA is the Pittsburgh-based chapter with a mission to empower and educate HR and business professionals at all levels to execute strategic business objectives through mentoring, professional development and networking opportunities.
<u>CUPA-HR</u>	30 days	\$195	Higher-education HR serving higher education HR professionals with knowledge, resources, advocacy and connections essential to achieving organizational workforce excellence.

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Advertising Options – Administrative Professionals

Source	Job Posting Duration	Cost	Source Overview
iHireAdmin.com	Monthly subscription	\$369	iHireAdmin specializes in advertising opportunities within administrative professions.
AdministrationJobs.com	30 days	\$299	Connects employers with administrative talent in North America.
International Association of Administrative Professionals (IAAP)	30 days	\$299	The International Association of Administrative Professionals (IAAP) hosts a popular job board that pools together administrative professionals from around the country. The job board lets employers target administrative specialists, including executive assistants, brokerage assistants, financial services receptionists, and more.
AdminCareers.com	30 days	\$59	AdminCareers.com is a niche job board that accepts only administrative related job postings. These include administrative assistant jobs, receptionists jobs, secretary jobs, office manager jobs, executive assistant jobs and other types of clerical and office support jobs.
American Society of Administrative Professionals (ASAP)	30 days	\$299	The American Society of Administrative Professionals (ASAP) is a community and a resource for administrative professionals to seek job opportunities.

Advertising Options – Arts and Entertainment

Source	Job Posting Duration	Cost	Source Overview
BroadwayWorld.com		Free	Promotion of jobs throughout the largest theatre website. Entry-level free offering, all basic, standard listings will appear as text only in our classifieds section, BWW search engine and in our special daily and weekly listing roundups. Enhanced premium listings will have all the same features as basic, PLUS the ability to include a photo. All premium listings will appear above basic listings in special highlighted boxes and will also appear as featured listings in BWW's e-newsletters and in editorial content.
Playbill.com	30 days	\$39.95	Broadway's #1 Job Site for theatre jobs including acting, internships, administrative, design, technical, and all other stage employment.