

ADVERTISING OPEN POSITIONS

It is important that the ad copy you provide to outside publications match the position announcement that has been approved during the approval stage.

Human Resources will post your position in all of the following places:

- GVSU Jobs Website: www.jobs.gvsu.edu
- MI-HERC: Michigan Higher Education Recruitment Consortium:
<https://www.hercjobs.org/regions/higher-ed-careers-michigan/>
 - Positions posted on MI-HERC also post at the following:
 - DirectJobs
 - JuJu
 - Jobmanji
 - Google for Jobs
 - USMilitaryPipeline.com
- HelloWestMichigan: www.hellowestmichigan.org
- Indeed.com: *Indeed.com scrapes GVSU's website and places it on their website free of charge*

Faculty Positions

It is highly recommended that all faculty positions are posted in a national publication. To help with the higher cost associated with national publications, the Office of the Provost typically purchases a discount package in the Chronicle of Higher Education. Please contact your Dean's office for more information.

Hourly Positions

Hourly positions do not require additional advertising, but it is an option available to you. Human Resources will assist with the posting in the following publications:

- MLive Media Group (most used sources, but additional resources are available):
 - Grand Rapids Press
 - Muskegon Chronicle
 - Online posting
- El Vocero

The cost associated with the advertisement is paid by the hiring department.