

Faculty Recruitment Advertising Resources

**HigherEd Jobs
The Chronicle of Higher Ed
Via
JobElephant**

Contact facultyaffairs@utrgv.edu for assistance.

Updated: September 2024

***“The University of Texas Rio Grande Valley has partnered with Job Elephant
to simplify and expedite recruitment advertising.”***

Please visit: <https://jobelephant.com/university-of-texas-rio-grande-valley/> for more information.

- **Purpose & Mission** – “JobElephant offers tailored recruitment advertising solutions crafted specifically for the unique needs of higher education institutions. It aims to make recruiting easier for clients by providing personalized service, strategic planning, and technology-driven solutions. Their mission is to help companies and institutions fill open positions by continually improving the effectiveness of recruitment advertising, and by easing their clients' workloads.”
- **Data-driven insights** – “Job Elephant uses data-driven insights to help clients revolutionize their recruitment advertising and elevate their hiring. They provide clients with data to run cost-benefit analyses and manage vendor relationships and performance through analytic data solutions.”
- **Precision targeting** – “JobElephant uses its expertise in recruitment advertising and advanced analytics to strategically place recruitment advertisements on the most effective media channels. They aim to help clients reach a diverse pool of qualified candidates, fostering a more inclusive and equitable recruitment process.”

Please visit the website <https://www.jobelephant.com/> for additional background information about Job Elephant.

UTRGV has an established contract with JobElephant to distribute UTRGV job advertisements automatically without any extra cost or effort from our search committees to the following:

- “The Chronical of Higher Education” - [The Chronicle of Higher Education | Higher Ed News, Opinion, & Advice](#)
- “Higher Ed Jobs” - [HigherEdJobs - Jobs in Higher Education](#)

How It Works:

JobElephant’s Job-Wrap system imports all your employment opportunities from your UTRGV careers website. This allows you to automatically update your job listings across all your strategically determined job boards.

UTRGV & JobElephant collaboration makes recruiting easier for our institution!

- **For new requests on additional sites beyond the established contract with UTRGV** - Simply send an email to sales@jobelephant.com with the written ad copy or [job page](#) link, and a list of publications you want to advertise in. If you don’t know where to advertise, our Horton® analytic-driven advertising recommendation engine can help. Learn more [here](#).
- 1) A Job Elephant representative will respond the same day via email with an ad proof and quote sheet that includes pricing, run times, and more.
 - 2) Once you have approved the email, JobElephant will post your advertisement to the designated publications in just a few hours and email an invoice.
 - 3) You will automatically receive a login and passwords to access our [cPortal](#) allowing direct access to tear-sheets (copies of placed ads), invoices, billing history, and more.

JobElephant's cPortal allows clients to directly access tear sheets (copies of placed ads), invoices, and billing history, as well as submit jobs for quote requests, approve paid advertising, and pay for ads once an invoice is received. All stages of the recruitment advertising process can be implemented, monitored, and confirmed through our cPortal. This completes the circle of customer service at JobElephant, allowing clients the ability to access their orders 24/7.



Important Additional Information:

- Positions on the UTRGV Careers website are automatically scrapped and posted via Job Elephant's services. If you don't see your position posted, contact facultyaffairs@utrgv.edu for assistance. Note that scrapped positions are posted with the information listed on the UTRGV Careers site. If you want to make additional changes, contact Job Elephant and they can assist you with any changes.
- Job Elephant's services include recommendations to other venues that can target applicants by discipline. Contact JobElephant for quotes and information on other advertising platforms. **Note that these additional services and associated costs are not covered by our current UTRGV service contract and will be the financial responsibility of the college, department/school, and/or search committee.**
- New ads should not post via the cPortal – Please contact JobElephant for all requests via email at sales@jobrelephant.com or andy@jobrelephant.com.
- Request for discounts should be disclosed with relevant information.
- JobElephant does not have access to university/colleges/department list-serves.