

# **Faculty Recruitment Advertising Resources**

**AAHHE  
Inside Higher Ed  
The Chronicle of Higher Ed via JobElephant  
The Registry**

**Contact [FacultySuccess@utrgv.edu](mailto:FacultySuccess@utrgv.edu) for assistance.**

Updated: November 2019



## **Purpose: (copy and paste from website)**

The American Association of Hispanics in Higher Education (AAHHE) is entering its twelfth year and continues to address issues and concerns affecting Hispanics, with a focus on higher education. While the Hispanic population is the largest ethnic minority population in America, Hispanics are still highly underrepresented in the undergraduate and graduate enrollments and graduation rates.

Further, Hispanic faculty in tenure-track positions represent about four percent of the total faculty in colleges and universities. In addition, Hispanic college and university presidents represent approximately three percent of all presidents. What's more astonishing, these percentages for both faculty and presidents have not changed over the past ten years. Given the rapidly changing U.S. demography, with projections clearly showing Hispanics will constitute about thirty percent of the population within a few decades, there is a significant need to address replacement and pipeline issues in higher education. Finally, the largest net gain in student enrollments in higher education over the next two decades will be Hispanic. AAHHE is well positioned to work with institutions of higher education, foundations, business partners and other collaborative organizations that seek to address Hispanic pipeline issues in higher education.

For complete details, visit: <http://www.aahhe.org/About/AboutUs.aspx>

## **Additional Information:**

- The posting of vacancies on this page is an exclusive benefit of institutional membership in AAHHE. If you wish to post vacancies and your institution is not an institutional member of AAHHE, please refer to the membership page of this website for more information about institutional membership. If you are an institutional member and want to post a job, [click here](#) to download the job posting form and send your job posting on a word document to: [jobpostings@aahe.org](mailto:jobpostings@aahe.org).

**Cost:** UTRGV has a membership and is contingent on University's membership status.

**Contact for Assistance:** <https://www.aahhe.org/About/ContactUs.aspx>

## **To Post a Position**

- Complete form and send to [jobpostings@aahe.org](mailto:jobpostings@aahe.org)
- [Download form](#)

## Purpose:

- Recruit the diverse, talented professionals you most want to hire.
- Each posting is live for 60 days and includes:
  - Full compliance with Department of Labor requirements
  - Direct exposure via job alerts sent to candidates' inboxes
  - Top-notch customer service, including job performance reports, if requested

**Cost:** Free (UTRGV Contract) | **Website:** <https://recruiters.insidehighered.com/>

**Contact for Assistance:** [FacultySuccess@utrgv.edu](mailto:FacultySuccess@utrgv.edu)

**Heads up:** Our contract comes with automatic scraping from the UTRGV Careers Site.

## Already have an account?

- Visit <https://recruiters.insidehighered.com/> and click on **SIGN IN TO MANAGE POSTED JOBS** and enter your credentials.

## To Create a New Account

- Visit <https://recruiters.insidehighered.com/> and click on **SIGN IN TO MANAGE POSTED JOBS** in the top right corner.
- A window will pop up, click on **GET STARTED** and fill in pertinent information and follow the instructions.

## Posting Ads for UTRGV

- After signing in, click on **POST A JOB** on the top of the menu bar.
- Please select the 1<sup>st</sup> option of “Standard Job Listing – Unlimited credits”.

### Standard Job Listing Unlimited credits

**USE NOW**

Find the perfect candidate with a 60-day Standard Job Listing.

Includes:

- Your job emailed to relevant candidates via job alerts
- Applications sent directly to your inbox, if you wish
- Top-notch customer service
- Tools and reports to help you track your recruitment efforts

- Fill in position information and follow the instructions/prompts to complete your posting.



Via

## Purpose:

- Recruit the diverse, talented professionals you most want to hire.
- Each posting is live for 60 days and includes.

## Additional Information:

- Positions on the UTRGV Careers website are automatically scrapped and posted to The Chronicle of Higher Education careers site overnight via JobElephant's services. If you don't see your position posted, contact [FacultySuccess@utrgv.edu](mailto:FacultySuccess@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 JobElephant and they can assist you with any changes.

**Cost:** Free (UTRGV Contract)

**The Chronicle of Higher Education Website:** <https://chroniclevitae.com/>


**JobElephant's Website:** <https://www.jobelephant.com/>

**Contact for Assistance:** [FacultySuccess@utrgv.edu](mailto:FacultySuccess@utrgv.edu)

## Already have an account?

Existing Customers:



- Visit <https://www.jobelephant.com/> and click on  in the top right corner and enter your credentials.

## Create a new account

- Visit <https://www.jobelephant.com/> and click on the live chat feature for a support agent to create your account. If you need assistance, contact [FacultySuccess@utrgv.edu](mailto:FacultySuccess@utrgv.edu).

## Additional Features

- JobElephant's services include recommendations to other venues that can target applicants by discipline including diversity. Contact JobElephant for quotes and information. Note that these costs are not covered by our current service contract.

# The REGISTRY



**Purpose:**

- As a Subscribing Institution, you have unlimited job postings. We also offer the benefit of tracking your job openings and closures.
- You have unlimited access to over 1,400 diverse candidates registered in our database. We are actively recruiting women and minority candidates to help Subscribing Institutions diversify their faculty.
- A new RESOURCES tab with information and links to websites has been added to aid you in your search.
- As a Subscribing Institution, you can also sign up for New Candidate Alerts to receive notification when a new candidate who meets your specifications has uploaded their information on our database.
- We also offer a free benefit of becoming a Featured Institution. As a Featured Institution, we will market your institution to the candidates in emails and during their job search. When you are the Featured Institution, you will also have your own landing page that is promoted throughout the website.
- Best of all, we offer personal assistance when you have a question. Since we use The REGISTRY for our own faculty searches, we have the experience you need to help answer your questions. Just email or call us, and we will be there to assist you.

**Cost:** Free (Contingent on EVPAA/OFSD’s subscription)

**Website:** [www.theregistry.ttu.edu](http://www.theregistry.ttu.edu)

**Login info:** Select “Institution (Limited Access)”

**ACCOUNT LOGIN**

Institution (Limited Access) ▼

**UserName :**

**Password :**

<b>For Colleges to Use: TO POST</b> <ul style="list-style-type: none"><li>• Login: facultysuccess</li><li>• Password: post</li></ul>	<b>For Colleges to Use: TO SEARCH</b> <ul style="list-style-type: none"><li>• Login: facultysuccess</li><li>• Password: search</li></ul>
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