Posting jobs on Inside Higher Ed – Contract Clients

To post a job, you'll need to create an account:

1) Go to https://insidehighered.com/career/employers

2) Click the link on the left side of the page that says "register" (or enter your e-mail address and password if you're already registered).

3) Complete the brief registration form and click "submit" - you'll be taken to your recruiter dashboard.

4) Select POST A NEW JOB from the MENU and you'll be taken to our green job posting form.

5) Select a 30-, 60- or 90-day posting. You'll see prices listed for each, but you will NOT be charged for your posting. You may adjust the end date of your posting to any date prior to the end of your contract.

6) In the "institution" field, enter any part of your institution's formal name to create the drop down list of matching institutions to choose from. Be sure to click on your institution name in the drop down menu. Do not type in a variation of the institution name and tab out of the institution field -- this will prevent our system from linking the posting to your institution’s recruiting contract.

7) Fill in the job title, job description (there are no word limits), and select your job type and job categories (up to five).

8) If you'd like to receive applications by mail, fill in the mailing address. If you'd like to receive applications via E-MAIL or a URL, fill in those fields. You may enter as many Reply-To options as you like, but at least one option must be completed.

9) Click CONTINUE.

10) Check your order and click SUBMIT. You’ll see a screen that says “Thank you for posting your job with Inside Higher Ed.” Your order is complete, and your job will be live on the site within 24 hours.

You may log in to your recruiter's account any time to post new openings, manage your postings or report on traffic to your jobs.

For assistance with the job posting process, please contact Sam Smith at samantha.smith@insidehighered.com or 202-659-9208, x 107. You can also find information about recruiting with Inside Higher Ed at http://www.insidehighered.com/recruit/faq