Advertising your Position

After the appropriate parties have approved the online position description, the position will be posted at www.fairmontstatejobs.com

As appropriate for the position, advertisements may be placed in the Chronicle of Higher Education, Inside Higher Education (fully integrated with PeopleAdmin), The Affirmative Action Register, Black Issues in Higher Education, various appropriate professional journals, larger cities’ newspapers (Pittsburgh, Washington, D.C.), local and area newspapers and various other Web sites.

HR recommends that the text of advertisement text be brief since details of all postings, with exception of adjuncts, may be viewed online. For example, "Fairmont State University (or Pierpont Community and Technical College) is seeking to fill a ________ position. Please apply online at www.fairmontstatejobs.com"