

Administrative Support Positions – Outreach Resources

Note that the following list of outreach resources is not comprehensive. As you are the expert in your field, we encourage you to identify and utilize additional resources and networks in your search. If you would like to request pricing on any of the below resources, or if there are outreach resources that you know of that should be added to this list, please contact us at careers@humboldt.edu.

DIVERSITY OUTREACH RESOURCES/PROFESSIONAL ASSOCIATIONS – CLERICAL SUPPORT POSITIONS

[AdminCareers](#)

Niche job board for administrative-related job postings. Not higher education or diversity-specific, but a potentially useful recruiting tool. Access to resume database.

[Professional Women of Color Network](#)

Connects Women of Color to professional/career resources and growth opportunities. Not specific to higher education.

PROFESSIONAL ASSOCIATIONS – CLERICAL SUPPORT POSITIONS (to use as relevant)

[American College Personnel Association \(ACPA\)](#)

Job search portal and resume bank.

[American Society of Administrative Professionals](#)

Professional development and online resource for administrative professionals. Includes resume bank.

[Association of Executive and Administrative Professionals](#)

Development, resources, and support for administrative professionals. Online job board, resume bank; options to utilize larger network.

[International Association of Administrative Professionals](#)

Registered professional association with 22,000 members and 500 chapters worldwide.

AND MANY MORE...

OTHER PLACES TO CONSIDER LISTING

[Craigslist Bay Area](#), [Craigslist Portland](#), and/or [Craigslist Sacramento](#)

Use [Facebook](#) page postings to connect with relevant professional networks. Requires a free Facebook account.

Use [LinkedIn](#) to post your job, and to get the word out via social media networks. Requires a free LinkedIn account.

Send position announcement to reputable departments/universities specializing in this field, with a request that they circulate it among their alumni and networks.