



Advertisement User Guide

Educause

Publisher Profile					
Name	Educause		Media Type	Online job board	
Market Scope	<input checked="" type="checkbox"/> National	Information Technology Jobs	Targeted Advertisement	<input type="checkbox"/> Classified	<input checked="" type="checkbox"/> Limited
				<input checked="" type="checkbox"/> Academic	<input checked="" type="checkbox"/> Branding
				<input checked="" type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Outreach
Website	www.educause.edu		Diversity Recruitment	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Contact Person	Adín Palau (UW – Madison)	Phone#	608.263.3235	Fax#	
				Email	apalau@ohr.wisc.edu



About this Agreement

UW – Madison is a member organization of Educause. The institutional membership allows UW – Madison departments and units to post jobs at a discounted rate.

Job posting rates

- ~~Non – members: \$300~~
- Members: \$200 – Institutional membership

See [How to post job](#) section below for posting instructions.

Troubleshooting issues can be directed to Adín Palau, apalau@ohr.wisc.edu, 608.263.3235

How to post job

1. Visit www.educause.com
2. Login using the following membership user ID

Username: uwmadison

Password: Buckybadger (*B of "Bucky" capitalized, one word, don't separate Bucky and badger*)

3. Login can be found at the top of the page

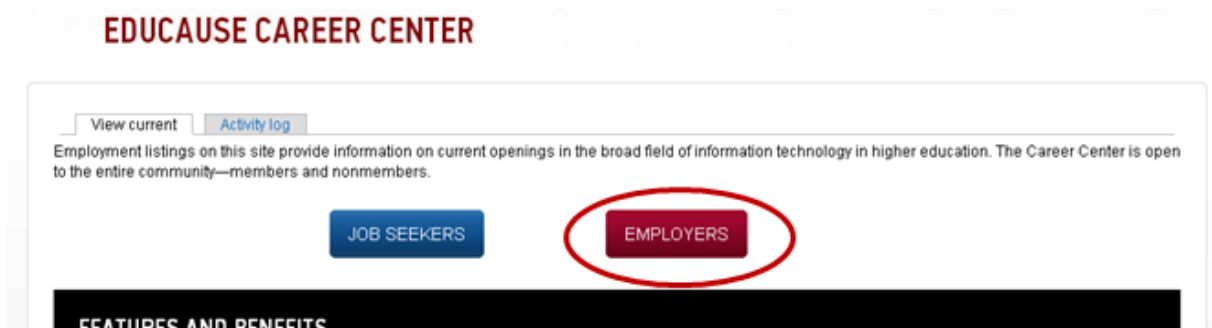


Continues on next page.

4. Select "Career Development" and "Find or Post Job"



5. Select *Employers*



Continues on next page.

6. Select *Post a job*

AND PUBLICATIONS AND EVENTS DEVELOPMENT AND INITIATIVES AND CONTRIBUTE EDUCAUSE

Home > Career Development > EDUCAUSE Career Center ☆ Favorite in t +1 5 +

EDUCAUSE CAREER CENTER

HOME MY ACCOUNT **POST A JOB** SEARCH RESUMES PRODUCTS AND RATES [Print] [Help]

[FOR JOB SEEKERS](#) [FOR EMPLOYERS](#)

Employer Links

- Products and Rates**
Find the best product and price to meet your staffing needs.
- Resume Search**
Search for qualified candidates based on job specific qualifications.
- Resume Agent**
Create an online Resume agent to e-mail qualified candidates right to your in-box.
- Post Jobs**
Use the online posting form to find qualified candidates now.
- Employer Resources**
Get help with government compliance, job posting tips and other resources.
- Customer Service/Help**
Use our FAQ or contact a support technician for help with your employment needs.

7. Create a New Job

Complete fields with job posting content.



Create a New Job

Fields marked with a + are required.

Please review information regarding prohibited job postings

+ Title:

Internal job number:

+ Description:

Rich text editor toolbar: Bold (B), Italic (I), Underline (U), Font color (A), Font (Font), Size (Size), Source (Source)

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8. Time duration and posting packages selection

Package Selection	
Select a new posting package:	
<input type="radio"/> Single 30-day Online Job Posting Package ■ Includes resume database search access.	\$200.00
<input type="radio"/> Three 30-day Online Job Posting Packages ■ Includes resume database search access. ■ Each job runs online for 30 days. ■ All jobs must be posted within one year of package purchase.	\$575.00
<input type="radio"/> Five 30-day Online Job Posting Packages ■ Includes resume database search access. ■ Each job runs online for 30 days. ■ All jobs must be posted within one year of package purchase.	\$895.00
<input type="radio"/> Ten 30-day Online Job Posting Packages ■ Includes resume database search access. ■ Each job runs online for 30 days. ■ All jobs must be posted within one year of package purchase.	\$1,695.00
<input type="button" value="Continue >"/>	

9. Credit Card information

Enter credit card information and proceed to checkout

PO/IO Number (Optional)
You may enter your organization's internal PO number here. (This appears on your receipt and is intended only to help you track this purchase.)
<input type="text"/>

Billing Contact	
Full Name <input type="text"/>	Address <input type="text"/>
Email <input type="text"/>	<input type="text"/>
Phone <input type="text"/>	City <input type="text"/>
	Country United States <input type="button" value="v"/>
	State Wisconsin <input type="button" value="v"/>
	Postal Code <input type="text"/>

Pay with Credit Card	
Name As It Appears On Card <input type="text"/>	  
Card Number (No spaces or dashes.) Expiration Date	
The payment button will not activate until all fields have been entered	