



## Advertisement User Guide

### Inside Higher Ed

Publisher Profile					
Name	Inside Higher Ed		Media Type	Online Job Board	
Market Scope	<input checked="" type="checkbox"/> Local	<input checked="" type="checkbox"/> National	Targeted Advertisement	<input type="checkbox"/> Classified	<input checked="" type="checkbox"/> Limited
	<input checked="" type="checkbox"/> Wisconsin	<input checked="" type="checkbox"/> International		<input checked="" type="checkbox"/> Academic	<input checked="" type="checkbox"/> Branding
	<input checked="" type="checkbox"/> Midwest	<input type="checkbox"/> Other: _____		<input checked="" type="checkbox"/> Faculty	<input checked="" type="checkbox"/> Outreach
Website	http://careers.insidehighered.com/		Diversity Recruitment	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Person	Phone#	Fax#	Email		
Rick Plotkin	202-448-6135	202-448-6136	Rick.plotkin@insidehighered.com		



### About this Agreement

This agreement was signed based on a continuing “good faith” business relationship with the publisher to provide special discounts to UW – Madison colleges, departments and units interested in web advertisement.

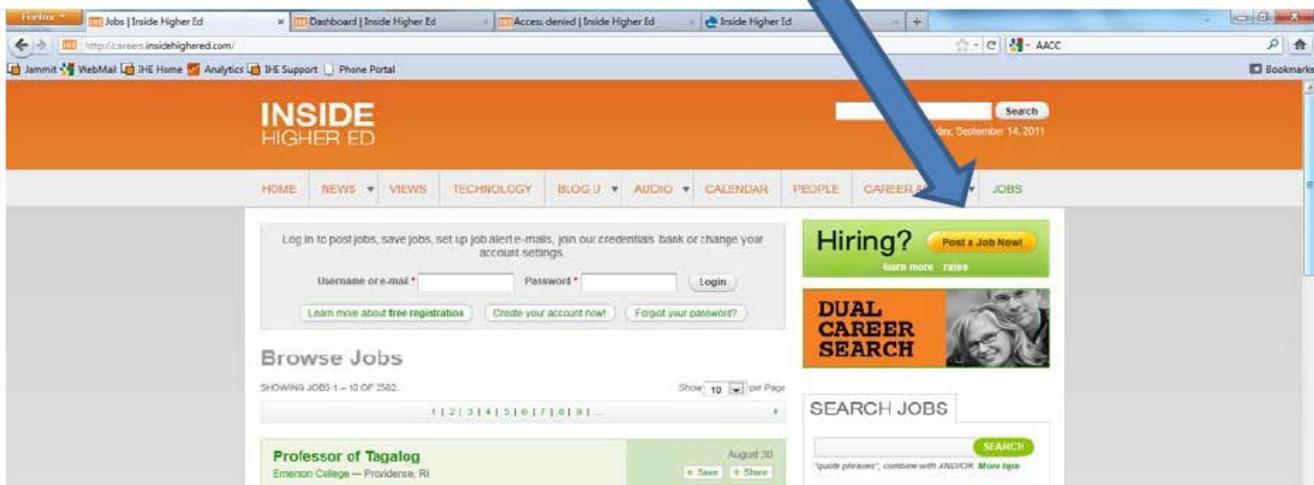
- Web-only posting will priced at a 20% off the open rate.

To request a copy of this publisher agreement email [apalau@ohr.wisc.edu](mailto:apalau@ohr.wisc.edu)

### How to post job

**Important:** In order to get discounted rate, advertisers must use the **discount code: uwmadison** at the time of checkout.

1. Go to <http://careers.insidehighered.com>. Click the yellow “Post a Job Now!” button in the top right section.



2. Create an account or login if already registered

### 3. Create job posting

### 4. Preview job posting

Click Title for a preview of your posting. You can print the following page for your records.

### 5. Payment and discount

Click "Checkout" to continue to billing or "View cart" to return to your shopping cart.

In the upper right, click "View cart" to return to your cart or "Checkout" to pay for your order and post your job. Clicking "Checkout" will bring you to the payment screen.

**Enter the discount code: uwmadison**

Click the "Apply" button – this will adjust your price to reflect your discount.

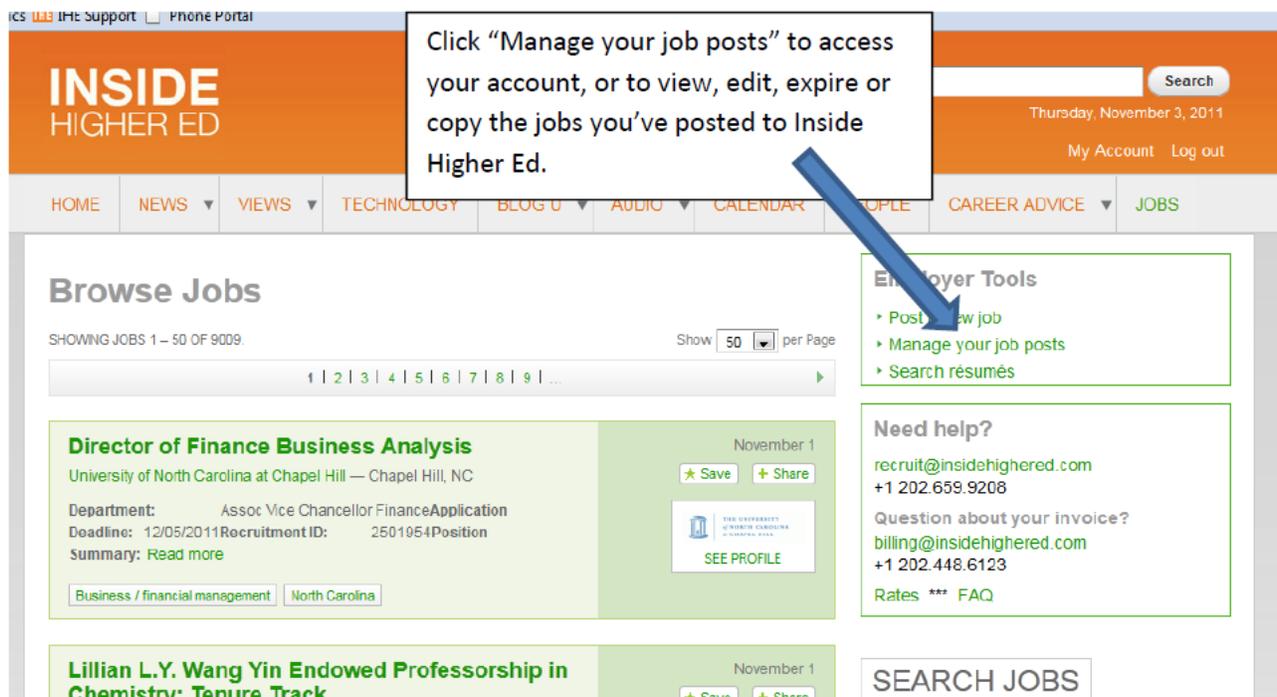
Enter your billing address and a purchase order number if you require one (Inside Higher Ed does NOT require a P.O., but they will reference one on your invoice). Choose your payment method – if you're paying by credit card, enter the required information in the form. If you prefer to be invoiced for the posting, click the bottom that says "Send me an invoice." The email address where the invoice would be sent will show to make sure it's correct.

Click "Complete Purchase" and you're through! Inside Higher Ed will send an e-mail confirmation immediately upon posting, as well as when your ad goes live on the Web site.

## 6. Manage job posting

To manage all the jobs you've posted, click the "Manage your job posts" link in the upper right part of the page (you must be logged into the system).

From this page you can choose "View" to see your account information, "Edit" to change things like your password or the e-mail address on the account, "My Job Posts" to make changes to the postings on your account, or "Order History" to get a quick overview of all your activity.



Click "Manage your job posts" to access your account, or to view, edit, expire or copy the jobs you've posted to Inside Higher Ed.

**INSIDE HIGHER ED**

Thursday, November 3, 2011

My Account Log out

HOME NEWS VIEWS TECHNOLOGY BLOG U AUDIO CALENDAR PEOPLE CAREER ADVICE JOBS

### Browse Jobs

SHOWING JOBS 1 - 50 OF 9009. Show 50 per Page

1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | ...

#### Director of Finance Business Analysis

University of North Carolina at Chapel Hill — Chapel Hill, NC

Department: Assoc Vice Chancellor FinanceApplication  
Deadline: 12/05/2011 Recruitment ID: 2501954 Position  
Summary: [Read more](#)

Business / financial management North Carolina

November 1  
Save Share  
SEE PROFILE

#### Lillian L.Y. Wang Yin Endowed Professorship in Chemistrv: Tenure Track

November 1  
Save Share

#### Employer Tools

- Post a new job
- Manage your job posts
- Search résumés

#### Need help?

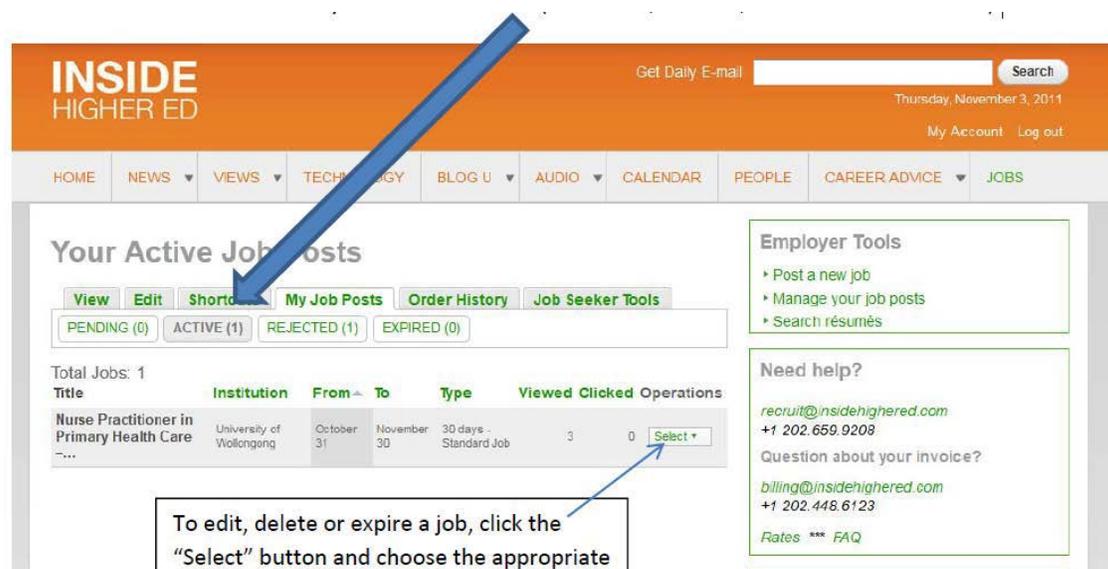
recruit@insidehighered.com  
+1 202.659.9208

Question about your invoice?  
billing@insidehighered.com  
+1 202.448.6123

Rates \*\*\* FAQ

SEARCH JOBS

By default, your dashboard will show you your pending job posts. To view a different set of ads, choose from the available tabs in "My Active Job Posts" (PENDING, ACTIVE, REJECTED or EXPIRED):



**INSIDE HIGHER ED**

Get Daily E-mail Search

Thursday, November 3, 2011

My Account Log out

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### Your Active Job Posts

View Edit Shortlist My Job Posts Order History Job Seeker Tools

PENDING (0) ACTIVE (1) REJECTED (1) EXPIRED (0)

Total Jobs: 1

Title	Institution	From	To	Type	Viewed	Clicked	Operations
Nurse Practitioner in Primary Health Care	University of Wollongong	October 31	November 30	30 days - Standard Job	3	0	Select

To edit, delete or expire a job, click the "Select" button and choose the appropriate menu option.

#### Employer Tools

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