

## ***Career Resources for Scholars***

---

This document provides information and links to websites that may be helpful in finding an academic position and completing the application process.

### ***Contents:***

<b><i>General Job Information</i></b> .....	<b><i>1</i></b>
<b><i>Field Specific Job Information</i></b> .....	<b><i>4</i></b>
<b><i>Career Tools</i></b> .....	<b><i>5</i></b>
<b><i>Other Useful Tips</i></b> .....	<b><i>7</i></b>

---

### ***General Job Information***

#### **The Chronicle of Higher Education's Career Network**

- Drawn from the best print source for information and news about higher education today, this source contains advertisements for thousands of jobs in and out of academia. Job seekers can browse the listings and also sign up to receive free weekly emails alerts featuring new openings in their field.
- <http://chronicle.com/jobs/>

#### **HigherEdJobs.com**

- This site features job listings from more than 600 universities and colleges. Job seekers can browse the listings and also register to receive daily or weekly job postings via email.
- <http://www.higheredjobs.com/>

#### **Academic360.com**

- This site provides links to internet resources advertising faculty, staff, and administrative positions. While users may spend some time perusing its links, this site is a great way to find internet resources related to specific disciplines.
- <http://www.academic360.com/>

### **Association of Universities and Colleges of Canada: University Affairs Career Ads**

- AAUP's magazine University Affairs provides advertisements for faculty and administrative jobs at Canadian universities and colleges. The magazine is published 10 times each year, and jobseekers also can search job openings online by discipline.
- <http://www.universityaffairs.ca/>

### **Times Higher Education Supplement: Jobs**

- This site features job listings from universities and colleges in the United Kingdom and abroad. Jobseekers can browse the listings and also register to receive job postings via email.
- <http://www.thesjobs.co.uk/>

### **Humanities & Social Sciences Online: H-Net Job Guide**

- The H-Net Job Guide features job listings from universities and colleges around the world. H-Net also offers resources about networking, and users can browse for academic conferences, calls for papers, and programs by discipline.
- <https://www.h-net.org/jobs/home.php>

### **AcademicKeys.com**

- AcademicKeys.com is a source for academic employment and offers a comprehensive informational resource about the faculty, educational resources, research interests, and professional activities pertinent to the institutes of higher education.
- <http://www.academickeys.com/>

### **Academic Careers Online**

- Discover full & part-time, visiting, assistantship, and practical experience teaching, research, and administrative opportunities in the USA, Europe, Asia or anywhere else in the world.
- <http://www.academiccareers.com/Applicants.htm>

### **CareerJournal.com**

- This site offers a searchable database of job postings from top companies: Positions featured include senior and general management, sales, marketing, finance, technology and a range of related fields. It is excellent for career opportunities and information.

- <http://www.careerjournal.com>

### **PhDs.org**

- This shows employment opportunities for job seekers with PhD's in science, math, or engineering, including faculty and research positions and grad school rankings. No resumes are collected, and there is no privacy policy. No resumes are collected, and there is no privacy policy.
- <http://jobs.phds.org/jobs>

### **University Job Bank**

- Search jobs from hundreds of higher education institutions and other organizations.
- <http://www.ujobbank.com/jobseekers/>

### **AACSB: Business School Jobs**

- Business faculty and administrators can browse through job postings from AACSB accredited institutions worldwide. It includes profiles and links to all accredited colleges and universities.
- [http://www.bizschooljobs.com/home/index.cfm?site\\_id=2849](http://www.bizschooljobs.com/home/index.cfm?site_id=2849)

### **The Community College Board**

- The Community College Job Board is where colleges and related organizations post employee vacancies for a small fee. Job seekers, in and outside the sector, access postings and post resumes for free.
- <http://ccollegejobs.com/switchboard.cfm?MainDoc=Home&PageMode=main&DetailMode=main&CFID=64892355&CFTOKEN=74442769>

### **Education America Network**

- This is a large site with job placements in all 50 States
- <http://educationamerica.net/>

### **Monster Jobs**

- Search hundreds of thousands of available jobs on monster.com. Get work, network, and build a better career.
- <http://www.monster.com/>

### **Idealist.org**

- This website has job, volunteer and internship opportunities as well as programs and resources available.
  - <http://www.idealist.org/>
- 

## ***Field Specific Job Information***

### **American Anthropological Association**

- This site is an extensive resource for jobs, fellowships, and information in the field of Anthropology. Includes links to Anthropology Employment On-Line Data Bases, Corporate and Non-Profit Job Opportunities, Fellowships, Internships, and Support Opportunities, as well as Information on Careers in Anthropology.
- <http://www.aaanet.org/profdev/careers/>

### **American Political Science Association**

- This is a comprehensive listing of jobs in political science *online*. It requires membership.
- [http://www.apsanet.org/content\\_3478.cfm](http://www.apsanet.org/content_3478.cfm)

### **American Sociological Association Job Bank**

- List of current job openings in the field of Sociology supplied by the ASA.
- <http://jobbank.asanet.org/jobbank/index.cfm>

### **Archaeological Institute of America**

- This has relevant listings for Conferences, Jobs, Fellowships and Grants.
- <http://www.archaeological.org/jobs>

### **Association for Asian Studies**

- This is a great resource for students and professionals looking to continue with a career in Asian Studies. New job listings are posted on the first and third Monday of each month.
- <http://www.asian-studies.org/jobs/index.htm>
-

### **American Economic Association**

- Job Openings for Economists is provided by the American Economic Association. JOE is updated near the first of every month except January and July.
- <http://www.aeaweb.org/joe/>

### **JournalismJobs.com**

- JournalismJobs.com is a large resource for media jobs. It has a wide variety of jobs, and boasts a large database of resumes for journalists.
- <http://www.journalismjobs.com>

### **American Psychological Association**

- There are various job postings in the field of Psychology. This site is part of the American Psychological Association Career Resources.
- <http://www.psyccareers.com/index.cfm?action=job.search>

## **Career Tools**

### **The Chronicle of Higher Education**

- CV help, Web links, forums, books, and other useful information for entering an academic career.
- <http://chronicle.com/article/CV-Doctor-Is-Back/49086/>

### **The Chronicle: Career Network: CV's**

- This site is an overview on CVs with many links to examples and guidance.
- <http://chronicle.com/blogs/profhacker/creatingmaintaining-your-cv/26887>

### **Help With Your Resume and CV: The Riley Guide**

- This site features helpful ideas, tips, and pointers for constructing your CV or Résumé and provides examples.
- <http://www.rileyguide.com/resprep.html>

### **Quintessential Careers: Preparing a Curriculum Vitae**

- This is a resource providing general tips, various success strategies, and examples of successful CVs.
- [http://www.quintcareers.com/curriculum\\_vitae.html](http://www.quintcareers.com/curriculum_vitae.html)

### **European Resources Ltd: CV Writing Guide**

- This site gives in depth instructions for creating a good CV.
- <http://www.professional-cv-services.co.uk/currvitae/index.html>

### **Career Journal: Resumes and Cover Letters**

- The Executive Career Site of the Wall Street Journal, this resource features articles and tips for résumés and cover letters.
- <http://www.careerjournal.com/jobhunting/resumes>

### **Job Star.org**

- This site contains general tips for writing a resume or cover letter.
- <http://jobstar.org/tools/resume/index.cfm>

### **Career Journal: Interviewing**

- The Executive Career Site of the Wall Street Journal, this resource features articles and tips for interviewing for your next job.
- <http://www.careerjournal.com/jobhunting/interviewing>

### **Interview and Network Information**

- Interview tips, interview questions and answers, interview preparation and etiquette, post interview thank you letters and how to successfully career network.
- <http://jobsearch.about.com/od/interviewsnetworking>

### **Job-Interview.net**

- Job-Interview.net contains a job interview guide, interview questions and answers, interviewing tips, mock interviews
- <http://www.job-interview.net>

### **JobWeb.com**

- This website has helpful resources on resumes and interviews.
- [http://www.jobweb.com/resumes\\_interviews.aspx](http://www.jobweb.com/resumes_interviews.aspx)

## **Other Useful Tips**

**If associated with a particular university, the following programs would be useful:**

- Career Center
- Writing Lab
- Language Training/ Translation Services

### **Community Resources**

- There may be a host of resources available through your community alone.

### **Contact colleagues**

- They may be in a position to give you advice.
- They may also be able to help you with contacts.

### **Publish in journals**

- One of the best ways to advertise yourself, and one of the best ways to reinforce your credentials, publishing in a journal can provide useful proof and verification of scholarship.