



UNIVERSITY OF MIAMI

**RECRUITMENT RESOURCE
DIRECTORY**

FOR DEPARTMENTS

TABLE OF CONTENTS

Introduction.....	4
Equal Opportunity and Affirmative Action Policy.....	6
Recruitment, Selection and Placement Procedures.....	9
Faculty.....	10
Research.....	14
Administrative/Professional.....	17
Clerical, Technical, Service and Nursing	20
Major Florida and National Newspapers	24
State of Florida.....	24
National Newspapers	24
Academic Publications.....	25
Selected Minority Newspapers Throughout the United States	26
African American Newspapers	26
Hispanic American Newspapers	26
Asian American Newspapers.....	27
Native American Newspapers.....	28
Publications for Minorities, Women and Individuals with Disabilities.....	29
Minorities	29
Women	31
Individuals With Disabilities	31
College and Universities with a High Number of Minority Students.....	32
African American Students.....	32
Hispanic American Students.....	33
Asian American Students.....	35
Native American Students	37
Associations/Organizations for Minorities, Women and Individuals with Disabilities	38
Minorities	38
Women	39
Individuals with Disabilities	40

World Wide Web (WWW) Job Banks and Job Placement Assistance Organizations	41
List of Job Fairs and Open Houses	43
Job Placement and Training Organizations for Minorities, Women and Individuals with Disabilities in Broward and Dade Counties.....	44
Broward.....	44
Dade	44

APPENDIX

- Appendix A: [Position Announcement and Good Faith Search Authorization \(Form PAS 34\)](#)
- Appendix B: [Recruitment Activity Summary](#) (Form PAS 35)
- Appendix C: [Applicant Information Card](#)
- Appendix D: [Interview Questions](#)

INTRODUCTION

The University of Miami is the youngest of 23 private research universities in the country operating both law and medical schools. It is ranked among the top ten in size and is the largest in the South. The University is recognized as a “national” research University. This status was earned due to the University’s national prominence in research, publication and world-renowned faculty. The University has a workforce of approximately 10,000 full-time employees and is the largest private employer in Miami-Dade County.

The University, recognizing that equality of opportunity is a fundamental goal in a democratic society, has made recruitment and retention of its diverse and talented population a critical component of the strategic plan. The race/ethnic and gender mix represented in the faculty and staff provide students with an enriching learning and real world experience and are keys to our continued and future success. Diversity also provides faculty and staff the opportunity to acknowledge, value, and respect each other and to learn how a diverse workforce can enhance the University’s effectiveness and performance.

This directory is intended to help managers and supervisors cast the widest possible recruitment net to attract the best and the brightest with special efforts targeting qualified and talented minority, female, disabled and veteran applicants for available opportunities at the University. The directory includes local and national resources the Equality Administration Office believes will assist managers and supervisors with conducting more effective search efforts. These resources include: major State of Florida and national newspapers; selected minority newspapers throughout the United States; publications for minorities, women, individuals with disabilities and veterans; colleges and universities with a high number of minority students; associations and organization for minorities, women, individuals with disabilities and veterans; worldwide web (www) job banks and job placement assistance organizations; and local county job placement and training organizations for minorities, women, individuals with disabilities and veterans. Also, included for easy reference, are the University’s Recruitment, Selection and Placement Policy for faculty, research, administrative and

professional employees; interviewing tips and industry best practices. Online links to other websites are also provided for additional resources.

Any questions, comments, or requests to add resources to this directory should be directed to either of the following Equality Administration Offices:

Coral Gables Campus
Max Orovitz Building
1507 Levante Avenue
Coral Gables, Florida 33124-1411
Telephone: (305) 284-3064

Medical Campus
Park Plaza East
901 NW 17 Street, Suite D
Miami, Florida 33136
Telephone: (305) 243-7203

EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

PURPOSE: To provide guidelines and procedures regarding non-discrimination and affirmative action in employment.

POLICY: The University's equal opportunity goal is to provide equal employment opportunity through the recruitment, employment and promotion of individuals at all levels within the University's employment structure without regard to race, color, sex, age, disability, veteran status, religion, national origin or sexual orientation. The University has officially adopted and reaffirms its non-discrimination/ equal opportunity policy as follows: No citizen of the United States, or any other person within the jurisdiction thereof, shall on the grounds of race, color, sex, age, disability, veteran status, religion, national origin or sexual orientation be excluded from participation in, be denied the benefits of, or be subjected to discrimination in employment or under any educational program or activity of the University.

-AND-

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.

-AND-

No person shall be subject to sexual harassment in employment or educational programs and activities. Sexual harassment includes, but is not limited to, physical or verbal abuse of a sexual nature including graphic commentaries about an individual's body, sexually degrading remarks used to describe an individual or unwelcome propositions and physical advances of a sexual nature. Sexual harassment also includes the threat or insinuation that the lack of sexual submission will be used as a basis for employment or educational decisions affecting or interfering with an individual's salary, academic standing or other conditions of employment, academic or career development.

The University seeks to prohibit discrimination and to promote affirmative action in its educational and employment policies and practices. These policies are implemented in compliance with applicable federal, state and local non-discrimination and affirmative action laws and regulations.

The Equality Administration office responsibilities include, but

are not limited to, coordinating into an effective, organized system, the University's commitment to equal opportunity through applicable federal laws and regulations; developing the affirmative action plan; monitoring those policies and practices affecting employment which are covered by government guidelines; and reviewing all complaints alleging discrimination. The denial of equal access to any program or activity or the unlawful consideration of any applicant or employee on the basis of race, color, sex, age, disability, veteran status, religion, national origin or sexual orientation, for any employment opportunity, term or condition of employment, may constitute a violation of the University's policy and will be subject to appropriate review by the Equality Administration office. Any employee who has a question or complaint under these policies is encouraged to discuss the matter with their immediate supervisor.

The University does not intend by this commitment to require compliance with this policy by governmental or external organizations that associate with but are not controlled by the University, or to extend insurance or similar benefits beyond those now provided by other policies of the University, except as required by law.

Additionally, the directors of the following offices may be contacted:

Human Resources
University of Miami
Medical Campus D7-2
901 NW 17 Street
Miami, Florida 33136
(305) 243-6106

Human Resources
University of Miami
Coral Gables Campus
133 Max Orovitz Building
Coral Gables, Florida 33124-1410
(305) 284-6709

An employee who has been unable to resolve a problem through the established University procedures, or who otherwise chooses to do so, may contact a government compliance agency. The primary federal or county offices which may be contacted are the following:

- Equal Employment Opportunity Commission, Miami, Florida
- Office for Civil Rights, Atlanta, Georgia
- Dade County Equal Opportunity Board
- Office of Federal Contract Compliance Programs, Miami, Florida

- Florida Human Rights Commission, Tallahassee, Florida

For addresses and telephone numbers of the above listed agencies contact the Equality Administration office. All communications or requests for information from governmental agencies relating to affirmative action issues must be coordinated through the Equality Administration office.

RECRUITMENT, SELECTION AND PLACEMENT POLICY FOR
FACULTY
RESEARCH
ADMINISTRATIVE/PROFESSIONAL
CLERICAL, TECHNICAL, SERVICE, AND HEALTHCARE-RELATED

FACULTY

Faculty Recruitment, Selection and Placement Procedures

PURPOSE: To provide guidelines for the recruitment, selection and placement of Faculty.

DEFINITIONS: LOCAL SEARCH: This process governs part-time faculty (lecturer/adjunct) positions. Recruitment efforts targeted primarily toward, but not exclusively to South Florida. Local availability data is used to identify adequate representation of minority and women applicants in the recruitment of qualified candidates.

NATIONAL SEARCH: This process governs full-time faculty positions. Recruitment efforts targeted toward all areas of the U.S.A are used to identify adequate representation of applicants in the recruitment of qualified candidates.

ESTABLISHED POSITIONS: Positions currently occupied or occupied within the previous twelve months.

NEW POSITIONS: Positions newly created with no prior incumbents.

POSITION ANNOUNCEMENT: A listing of vacant faculty positions maintained on the Human Resources career site (www.miami.edu/careers) and Equality Administration web site (www.miami.edu/ea). The Position Announcement is distributed to various recruiting sources and employment agencies in an attempt to reach a cross section of potential candidates.

SEARCH COMMITTEE: The search committee should represent a diverse cross section of the faculty and special efforts should be made to ensure that minorities and women have equal opportunity to serve on the search committee. The Search Committee in conjunction with the department administration may create a written search plan that describes, at minimum, the methods of recruitment and advertising, the position description, and the criteria to be used in selecting candidates. The Search Committee actively recruits qualified applicants to form a pool from which the best candidates can be chosen. The Committee evaluates all applications thoroughly and objectively to assure that the candidates receive appropriate consideration relative to their qualifications and potential service to the University.

POLICY: Recruitment, selection and placement practices for full- and part-time faculty are administered without regard to race, color, religion, sex, national origin, veteran status, sexual orientation, age or disability. All established vacant positions and newly created faculty positions are to be posted for

recruitment. (Promotion and tenure activities are not included.) All positions must be advertised in at least one applicable paid recruitment source.

Job openings will be posted primarily through the Internet on the Human Resources career sites – www.miami.edu/careers for positions at Coral Gables/Rosenstiel Campuses or www.careers.med.miami.edu for positions at Miller School of Medicine.

Equality Administration contacts various recruiting sources in a good faith effort to reach a cross-section of potential qualified applicants and sends links to the University Careers web page.

POSTING PERIOD:

The length of the posting period is 7 calendar days for a local search (i.e., Adjunct/Part-time Lecturers) or 15 calendar days (Assistant/ Associate/ Full Professors) for a national search. The Equality Administration Office determines the official posting date and whether a position is subject to a local or national search.

PROCEDURE: To recruit for a new or established position the hiring department must:

1. Establish a Position Announcement:

Complete an online position requisition and attach an organizational chart. Specific attention should be given to sections dealing with various details of the job, giving a proper description of job duties to be performed and qualifications required. The online position requisition will be routed through the appropriate approval loop and submitted to the appropriate Faculty Affairs, Provost, and Equality Administration Office. The approved position requisition authorizes Equality Administration to proceed with posting and recruitment efforts.

School of Medicine Only

The hiring department must complete a Position Announcement/Good Faith Search Authorization Form (PAS-34, see Appendix A), the position description and proposed advertisement. These documents are forwarded to the appropriate Faculty Affairs and Dean's Office for review and approval. Once approved, the recruitment package is forwarded to the Equality Administration Office for approval and posting.

The Equality Administration Office will review, approve, and post the position to the University's career site: www.miami.edu/careers. Job openings are posted daily, each position for a minimum of fifteen calendar days for full-time faculty positions and seven calendar days for part-time faculty positions. The hiring authority will receive an email notification

acknowledging the posting of the position, indicating the earliest application deadline and the earliest date a formal offer of employment can be made. Positions will remain posted until Equality Administration receives and approves the completed PAS-35 form from the hiring department.

Advertising of positions in professional journals and newspapers will be handled through the Human Resources Office. Advertising cost will be charged to the hiring department

The following EEO statement must appear on all employment advertisements: *AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER (EO/AEE).*

2. Pool Posting for Part-time Lecturers Only:

Departments may establish a Part-time Lecturer Pool from which Lecturers may be hired at any time during the academic year without additional recruitment and advertisement. An online position requisition must be submitted for each academic year. A listing of the individuals who are included in the applicant pool must be submitted to the Equality Administration Office prior to the beginning of the academic term. Individuals may be added to the applicant pool anytime during the academic year.

3. Reposting Procedure:

Positions must be reposted if: (1) there are any changes in the previously advertised requirements for educational qualifications, experience, job duties, tenure track etc.; (2) an acceptable candidate cannot be recruited for the established salary range, or (3) if a position has remained posted for one year and no viable candidate has been identified for hire, or there has been no recruitment activities.

4. Conduct Recruitment:

The hiring department may begin interviewing ONLY AFTER the Position Requisition e-form or PAS 34 Form has completed the approval process and the position is posted on the Human Resources Careers site. Interested applicants for faculty positions will forward their Curriculum Vitae (CV) to the hiring department. An Applicant Information Card (Appendix C) is sent to each applicant acknowledging receipt of a CV and inviting the applicant to self-identify.

5. Applicant Information Card

In order to assist in identifying the composition of the applicant pool and to determine to what extent the recruitment sources have reached women and minorities, the Applicant Information Card must be sent by the department to all applicants. The department must complete Section I of the card before

mailing and send it along with an acknowledgement letter of the applicant's curriculum vitae (not a rejection notice). The Applicant Information Form is to be returned to the Equality Administration Office which provides the hiring department with a summary of the diversity of the applicant pool.

6. Selection and Placement:

The hiring department reviews all curriculum vitae, resumes and inquiries received, conducts interviews, verifies references and documents the selection process according to instructions on the Recruitment Activity Summary Form, (PAS-35, see Appendix B).

A candidate may be offered the position after posting requirements are met and the search has met affirmative action guidelines. **THE RECRUITMENT ACTIVITY SUMMARY" (FORM PAS-35) MUST BE COMPLETED AND APPROVED BY THE DEAN AND THE EQUALITY ADMINISTRATION OFFICE PRIOR TO MAKING AN OFFER.** Once the PAS-35 form has been approved by Equality Administration, the offer letter may be sent to the selected candidate.

The remaining hiring process must be completed in conjunction with the respective Faculty Affairs Office.

FACULTY DIVERSITY DEVELOPMENT

The COMMITTEE ON WOMEN AND MINORITIES reviews the conditions of employment and academic opportunities of female and minority faculty members, including recruitment and hiring practices, teaching responsibilities, research opportunities, promotion, tenure and appointment to significant administrative posts and committees. The committee is concerned with any general problems affecting female or minority faculty. Individual grievances are to be referred to the appropriate committees or administrative offices. If an individual complaint reveals a more general problem, the committee will recommend appropriate action or legislation to the Faculty Senate. The committee will be composed of male and female faculty members, including representatives from each of the major faculty minority groups. (See [Faculty Manual](#))

RESEARCH

Research Recruitment, Selection and Placement Procedures

PURPOSE: To provide guidelines for the recruitment, selection and placement of exempt employees.

DEFINITIONS:

POSTING - An announcement of job opportunities are posted for a period of seven calendar days via the Human Resources career sites - www.miami.edu/careers for positions at Coral Gables/Rosenstiel campuses or www.careers.med.miami.edu for position at the Miller School of Medicine.

LOCAL SEARCH - Recruitment efforts targeted primarily toward, but not exclusively to Miami-Dade County and South Florida. Local availability data is used to identify adequate representation of minority and women applicants in the recruitment of qualified candidates.

NATIONAL SEARCH - Recruitment efforts targeted toward all areas of the U.S.A. Various national availability data are used to identify adequate representation of minority and women applicants in the recruitment of qualified candidates.

ESTABLISHED POSITIONS - Positions currently occupied or occupied within the previous twelve months.

NEW POSITIONS - Positions newly created and established through the Position Requisition Process.

EXEMPT – Research positions which are exempt from the minimum wage, overtime and timekeeping requirements of the Fair Labor Standards Act.

FAIR LABOR STANDARDS ACT - Federal Regulations governing employee wages and hours of work.

POLICY: Recruitment, selection and placement practices for full and part-time Research positions are administered without regard to race, color, religion, sex, sexual orientation, national origin, age or disability. All established and new Research positions are posted for recruitment, with the exception of: (1) established positions which are filled by employees transferred or promoted within the natural progression of their current job classifications; (2) new positions created through inter-departmental mergers or departmental reorganizations to

be filled by an employee within the affected department; (3) positions to be filled by an individual rehired from layoff status; and (4) temporary positions as approved by the appropriate Human Resource office.

Job openings will be posted primarily through the Internet on the Human Resources career sites - www.miami.edu/careers - for positions at Coral Gables/Rosenstiel or www.careers.med.miami.edu for positions at Miller School of Medicine.

These web links are distributed to various recruiting sources in an attempt to reach a diverse representation of potential applicants.

PROCEDURE: Job openings are posted by the appropriate Human Resources office for at least seven calendar days. Applicants, including current employees and those on layoff status must visit the Human Resources career sites, www.miami.edu/careers for Coral Gables and Rosenstiel campuses or www.careers.med.miami.edu for Miller School of Medicine positions and apply on line. Also see policies [Transfer and Promotion B075](#) and [Layoff and Rehire B080](#)).

Advertising of positions will be handled through the Human Resources Office. Advertising cost will be charged to the hiring department.

To recruit for a new or established position when the position is not filled by employees who are promoted within the natural progression of their current job classification or by rehire from layoff status, the following procedure is to be used:

1. Create and submit a new requisition to fill a vacant position using the University e-Forms in the Position Requisition Process below. Specific attention should be given to sections dealing with various details of the job; a proper description of job duties to be performed, the essential functions of the job, and qualifications required of the employee.
 - CNP – Create a New Position
 - FVP – Fill a Vacant Position
 - RCP – Reclassify a Position
2. Once the requisition is fully approved the hiring department will receive an e-mail notification indicating the earliest application deadline and the earliest date a formal offer of employment can be made.
3. The appropriate Human Resources office will receive and forward resumes

to the hiring department. The hiring department will review all resumes and interview multiple qualified applicants, verify references and document the selection process according to instructions on the Interview Summary Form. A candidate may be offered the position after posting requirements are met, the search has met affirmative action guidelines, and has been approved by the Equality Administration Office.

4. The hiring department that extends a job offer must advise the candidate to report to Human Resources within 48 hours of the offer for the completion of required new hire paperwork and the scheduling of mandatory drug test and background check. The hiring department must advise the candidate that employment is contingent upon the satisfactory completion of the above. The hiring department is responsible for informing the candidate of the salary and anticipated start date.
5. Candidates should be hired within the established guidelines for the position. Please note, any salary outside of established guidelines requires prior Human Resources or Faculty Affairs approval. Department supervisors must not quote a salary above the hiring range without the approval of the appropriate Human Resources or Faculty Affairs Director or designee. The hiring department must submit an on-line document via DHRS, or forward a Personnel Event Form ([PEF](#)) that places the new or transferred/promoted employee on the payroll.

Former employees who are rehired must follow the same pre-employment procedures as other outside applicants (see [Layoff and Rehire B080](#) and [Re-Employment B091](#))

The employees must report to work on the confirmed start date. Within the first ten (10) days of employment, the employee must register on-line for the New Employee Orientation program. The supervisor is responsible for completing the Departmental Orientation Checklist.

If at any time, the University discovers that the employee falsified information and employment records, the employee will be subject to termination of employment.

Positions must be reposted if there is any change in previously advertised required qualifications, experience, job duties, etc. To repost, follow the [Position Requisition Process](#).

ADMINISTRATIVE/PROFESSIONAL

Administrative/Professional Recruitment, Selection and Placement Procedures

PURPOSE: To provide guidelines for the recruitment, selection and placement of exempt employees.

DEFINITIONS

POSTING - An announcement of job opportunities are posted for a period of seven calendar days via the Human Resources career sites - www.miami.edu/careers for positions at Coral Gables/Rosenstiel campuses or www.careers.med.miami.edu for position at the Miller School of Medicine.

LOCAL SEARCH - Recruitment efforts targeted primarily toward, but not exclusively to Miami-Dade County and South Florida. Local availability data is used to identify adequate representation of minority and women applicants in the recruitment of qualified candidates.

NATIONAL SEARCH - Recruitment efforts targeted toward all areas of the U.S.A. Various national availability data are used to identify adequate representation of minority and women applicants in the recruitment of qualified candidates.

ESTABLISHED POSITIONS - Positions currently occupied or occupied within the previous twelve months.

NEW POSITIONS - Positions newly created and established through the Position Requisition Process.

EXEMPT – Administrative/Professional (A/P) positions which are exempt from the minimum wage, overtime and timekeeping requirements of the Fair Labor Standards Act.

FAIR LABOR STANDARDS ACT - Federal Regulations governing employee wages and hours of work.

POLICY: Recruitment, selection and placement practices for full and part-time A/P employees are administered without regard to race, color, religion, sex, sexual orientation, national origin, age or disability. All established and new A/P positions are posted for recruitment, with the exception of: (1) established positions which are filled by employees transferred or promoted within the natural progression of their current job classifications; (2) new positions created

through interdepartmental mergers or departmental reorganizations to be filled by an employee within the affected department; (3) positions to be filled by an individual rehired from layoff status; and (4) temporary positions as approved by the appropriate Human Resource office.

Job openings will be posted primarily through the Internet on the Human Resources career sites - www.miami.edu/careers- for positions at Coral Gables/Rosenstiel or www.careers.med.miami.edu for positions at Miller School of Medicine.

These web links are distributed to various recruiting sources in an attempt to reach a diverse representation of potential applicants.

PROCEDURE: Job openings are posted by the appropriate Human Resources office for at least seven calendar days. Applicants, including current employees and those on layoff status must visit the Human Resources career sites, www.miami.edu/careers for Coral Gables/Rosenstiel campuses or www.careers.med.miami.edu for Miller School of Medicine positions and apply on line. Also see policies Transfer and Promotion B075 and Layoff and Rehire B080).

Advertising of positions will be handled through the Human Resources Office. Advertising cost will be charged to the hiring department.

To recruit for a new or established position when the position is not filled by employees who are promoted within the natural progression of their current job classification or by rehire from layoff status, the following procedure is to be used:

1. Create and submit a new requisition to fill a vacant position using the University e-Forms in the [Position Requisition](#) Process below. Specific attention should be given to sections dealing with various details of the job; a proper description of job duties to be performed, the essential functions of the job, and qualifications required of the employee.
 - CNP – Create a New Position
 - FVP – Fill a Vacant Position
 - RCP – Reclassify a Position
2. Once the requisition is fully approved the hiring department will receive an e-mail notification indicating the earliest application deadline and the earliest date a formal offer of employment can be made.

3. The appropriate Human Resources office will receive and forward resumes to the hiring department. The hiring department will review all resumes and interview multiple qualified applicants, verify references and document the selection process according to instructions on the Interview Summary Form. A candidate cannot be offered the position until posting requirements are met; the search has met affirmative action guidelines; and has been approved by the Equality Administration Office.
4. The hiring department that extends a job offer must advise the candidate to report to Human Resources within 48 hours of the offer for the completion of required new hire paperwork and the scheduling of mandatory drug test and background check. The hiring department must advise the candidate that employment is contingent upon the satisfactory completion of the above. The hiring department is responsible for informing the candidate of the salary and anticipated start date. Candidate should be hired within the established guidelines for the position. Please note, any salary outside of established guidelines requires prior Human Resources approval. Department supervisors must not quote a salary above the hiring range without the approval of the appropriate Human Resources Director or designee. The hiring department must submit an on-line document via DHRS, or forward a Personnel Event Form ([PEF](#)) that places the new or transferred/promoted employee on the payroll.

Former employees who are rehired must follow the same pre-employment procedures as other outside applicants (see [Layoff and Rehire B080](#) and [Re-Employment B091](#))

The employees must report to work on the confirmed start date. Within the first ten (10) days of employment, the employee must register on-line for the New Employee Orientation program. The supervisor is responsible for completing the Departmental Orientation Checklist.

If at any time, the University discovers that the employee falsified information and employment records, the employee will be subject to termination of employment.

Positions must be reposted if there is any change in previously advertised required qualifications, experience, etc. To repost, follow the [Position Requisition](#) Process.

CLERICAL/TECHNICAL/SERVICE/NURSING

Clerical/Technical/Service/Nursing Recruitment, Selection and Placement Procedures

PURPOSE: To provide guidelines for the recruitment, selection, and placement of non-exempt employees.

DEFINITIONS: POSTING - An announcement of job opportunities are posted for a period of two calendar days via the Human Resources career sites - www.miami.edu/careers for positions at Coral Gables/Rosenstiel campuses or www.careers.med.miami.edu for position at the Miller School of Medicine.

LOCAL SEARCH - Recruitment efforts targeted primarily toward, but not exclusively to Miami-Dade County and South Florida. Local availability data is used to identify adequate representation of minority and women applicants in the recruitment of qualified candidates.

NONEXEMPT - Positions subject to at least the minimum wage, overtime and timekeeping requirements of the Fair Labor Standards Act.

FAIR LABOR STANDARDS ACT - Federal regulations governing employee wages and hours of work.

POLICY: Recruitment, selection and placement practices for full and part-time non-exempt employees are administered without regard to race, color, religion, sex, sexual orientation, national origin, age or disability. All established and new non-exempt positions are posted for recruitment, with the exception of: (1) established positions which are filled by employees transferred or promoted within the natural progression of their current job classifications; (2) new positions created through interdepartmental mergers or departmental reorganizations to be filled by an employee within the affected department; (3) positions to be filled by an individual rehired from layoff status; and (4) temporary positions as approved by the appropriate Human Resources office.

Job openings will be posted primarily through the Internet on the Human Resources career sites - www.miami.edu/careers - for positions at Coral Gables/Rosenstiel or - www.careers.med.miami.edu - for positions at Miller School of Medicine.

These Links are distributed to various recruiting sources in an attempt to reach a diverse representation of potential applicants.

Human Resources is the official hiring agent for all non-exempt employees. Human Resources staff and department heads/supervisors are expected to work together to recruit, select, and place qualified candidates. The supervisor has primary responsibility for determining when there is a job vacancy, advising Human Resources of the job requirements, and making the decision for hiring a selected candidate.

Human Resources has primary responsibility for recruiting, screening, and referring qualified candidates to departments with vacancies. Formal offers of employment should be coordinated with the appropriate Human Resources office. Such offers are contingent upon successfully completing the required employment information, a drug test within 48 hours of offer, criminal background and educational verifications, prior to starting work. An employee may be required to take subsequent medical examinations/screenings, OSHA training and/or to meet licensing requirements relative to the performance of job duties.

It is University Policy that equal opportunity be provided in employment, wages, benefits, terms, conditions, and all other privileges of employment.

PROCEDURE:

When a department has a job vacancy, the hiring department must follow the [Position Requisition Process](#). Specific attention should be given to sections dealing with various details of the job, giving a proper description of job duties to be performed and qualifications required of the employee.

Job openings are posted by the appropriate Human Resources office for at least two working days. Applicants, including active employees and those on layoff must visit the Human Resources career sites, www.miami.edu/careers for Coral Gables/Rosenstiel campuses or www.careers.med.miami.edu for Miller School of Medicine positions and apply on line; see policies [TRANSFER AND PROMOTION B105](#) and [TRANSFERS C030](#) and [LAYOFF AND REHIRE B050](#)).

Advertising of positions will be handled through the Human Resources Office. Advertising cost will be charged to the hiring department.

To recruit for a new or established position when the position is not filled by employees who are promoted within the natural progression of their current job classification or by rehire from layoff status, the following procedure is to be used:

1. Create and submit a new requisition to fill a vacant position using the University e-Forms in the [Position Requisition](#) Process below.

Specific attention should be given to sections dealing with various details of the job; a proper description of job duties to be performed, the essential functions of the job, and qualifications required of the employee.

- CNP - Create a New Position
 - FVP – Fill a Vacant Position
 - RCP – Reclassify a Position
2. Once the requisition is fully approved the hiring department will receive an e-mail notification indicating the earliest application deadline and the earliest date a formal offer of employment can be made.
 3. The Human Resources Recruiter will refer to the hiring department resumes of applicants whose qualifications most closely match the position requirements, along with the Interview Summary Form. The hiring department will consider all the resumes referred and will select candidates for interview. The Human Resources Recruiter or the hiring department will contact selected candidates to arrange an interview.

Before the hiring department makes a final decision to hire a candidate, Human Resources or the hiring department must conduct reference checks. The hiring department must review the personnel files of current and former employees, casual workers and temporary employees being considered. Once the hiring decision is made, the hiring department must notify the appropriate Human Resources office and complete and return the Interview Summary Form. The hiring department must indicate on the Interview Summary Form a disposition code for each candidate interviewed for the position.

4. The hiring department who extends a job offer must advise the candidate to report to Human Resources within 48 hours of the offer for the completion of required new hire paperwork and the scheduling of mandatory drug test and background check. The hiring department must advise the candidate that employment is contingent upon the satisfactory completion of the above. The hiring department is responsible for informing the candidate of the rate of pay and anticipated start date. Candidate should be hired within the established guidelines for the position. Please note, any salary outside of established guidelines requires prior Human Resources approval. The hiring department must submit an on-line document via DHRS, or forward a Personnel Event Form ([PEF](#))

that places the new employee on the payroll.

Former employees who are rehired must follow the same pre-employment procedures as other outside applicants (see [LAYOFF AND REHIRE B050](#) and [RE-EMPLOYMENT B087](#))

The employee must report to work on the confirmed start date. Within the first ten (10) days of employment, the employee must register on-line for the New Employee Orientation program. The supervisor is responsible for completing the Departmental Orientation Checklist.

If at any time, the University discovers that the employee falsified information and employment records, the employee will be subject to termination of employment.

Positions must be reposted if there is any change in previously advertised required qualifications, experience, etc. To repost, follow the [Position Requisition](#) Process.

MAJOR FLORIDA AND NATIONAL NEWSPAPERS

State of Florida

Orlando Sentinel
633 North Orange Avenue
Orlando, FL 32801
Telephone: 407-420-5300
www.orlandosentinel.com

Sun Sentinel
200 East Las Olas Boulevard
Fort Lauderdale, FL 33301
Telephone: 954-921-1777
www.sun-sentinel.com

Tallahassee Democrat
336 East College Avenue
Tallahassee, FL 32301
Telephone: 850-222-6729
www.tdo.com

The Miami Herald
One Herald Plaza
Miami, FL 33132-1693
Telephone: 305-350-2111
www.herald.com

The Miami Times
900 NW 54 Street
Miami, FL 33127
Telephone: 305-757-1147

The Palm Beach Post
2751 South Dixie Highway
West Palm Beach, FL 33405
Telephone: 800-432-7595
www.gopbi.com/partners/pbpost

National Newspapers

The New York Times
229 West 43rd Street
New York, NY 10035
Telephone: 212-556-1234
www.nyt.com

The Wall Street Journal
P. O. Box 300
Princeton, NJ 03543
Telephone: 800-JOURNAL
www.wsj.com

The Washington Post
1150 15th Street NW
Washington, DC 20071
Telephone: 703-469-2500
www.washingtonpost.com

USA Today
1000 Wilson Boulevard
Arlington, VA 22229
Telephone: 703-276-3400
www.usatoday.com

Academic Publications

Chronicle of Higher Education
Career Network
1255 23rd Street NW
Washington, DC 20037
Telephone: (202) 466-1050
www.chronicle.com

Academic Physician & Scientist
345 Hudson Street, 16th Floor
New York, NY 10014
Telephone: 212-886-1261
www.acphysci.com

Diverse Online
(formerly Black Issues in Higher Education)
10520 Warwick Avenue
Suite B-8
Fairfax, VA 22030
Telephone: (703) 385-2981
www.diverseeducation.com

The Hispanic Outlook in Higher Education
210 Route 4 East, Suite 310
Paramus, NJ 07652
Telephone: (201) 587-8800
www.hispanicoutlook.com

SELECTED MINORITY NEWSPAPERS THROUGHOUT THE UNITED STATES

African American Newspapers

Atlanta, GA

Atlanta Voice
633 Pryor Street SW
Atlanta, GA 30312
Telephone: 404-523-7853
www.theatlantavoice.com
*40,000

Chicago, IL

Chicago Citizen Newspaper Group
412 East 87 Street
Chicago, IL 60619
Telephone: 773-487-7700
www.echo-media.com
*121,000

Los Angeles/Long Beach, CA

Wave Newspapers
4201 Wilshire Blvd, Ste. 600
Los Angeles, CA 90010
Telephone: 323-556-5720
www.wavenewspapers.com

New York, NY

Daily Challenge
1195 Atlantic Avenue
Brooklyn, NY 10026
Telephone: 718-636-9500
www.officialsite.com

Philadelphia, PA-NJ

Philadelphia Tribune
522 South 16 Street
Philadelphia, PA 19146
Telephone: 215-893-4050
www.phila-tribune.com
*111,000

Washington, DC-MD-VA

Capital Spotlight Newspaper
1158 National Press Building
Washington, DC 20045
Telephone: 202-745-7858
*30,000

Hispanic American Newspapers

Chicago, IL

La Raza
Chicago, IL 60647
Telephone: 773-252-3534
*151,000

Houston, TX

La Subasta
6120 Tarnef Drive
Houston, TX 77074
Telephone: 713-777-1010
*185,000

* Circulation

Los Angeles/ Long Beach, CA

La Opinion
411 West Fifth Street - 9th floor
Los Angeles, CA 90013
Telephone: 213-622-8332
www.laopinion.com
*191,131

Miami, FL

Diario Las Americas
2900 NW 39th Street
Miami, FL 33142-5193
Telephone: 305-633-3341
www.diariolasamericas.com
*71,000

Hispanic American Newspapers (cont'd)

Miami, FL

El Nuevo Herald
One Herald Plaza
Miami FL 33132-1693
Telephone: 305-350-2345
www.miami.com/mld/elnuevo
*125,000

New York, NY

El Diario La Prensa Spanish Daily
143 Varick Street
New York, NY
(212) 807 - 4600

Asian American Newspapers

Chicago, IL

Sing Tao Newspapers
(Distributed in the Midwest)
2143 South China Place
Chicago, IL 60616
Telephone: 312-225-5888
*30,000

San Francisco, CA

Asian Week
(Distributed in California
Chicago, and the East Coast)
809 Sacramento Street
San Francisco, CA 94108
Telephone: 415-397-0220
*30,000

Los Angeles, CA

Korean Sunday Post
1543 West Olympic Boulevard
Los Angeles, CA 90015
Telephone: 213-383-2675
*15,000

Chinese Times
(Chin Shan Shih Pao)
686 Sacramento Street
San Francisco, CA 94111
Telephone: 415-982-6206
*11,000

New York, NY

World Journal
(Chinese Daily News)
377 Broadway
New York, NY 10013
Telephone: 212-966-7750
*115,000

Seattle/Bellevue/ Everett, WA

International Examiner
(Distributed in Seattle,
Los Angeles, San Francisco,
and New York City)
622 South Washington Street
Seattle, WA 98104
Telephone: 206-624-3925
*20,000

* Circulation

Native American Newspapers

Española, NM

Rio Grande Sun
(Distributed in Northern
New Mexico)
Española, NM 87532
Telephone: 505-753-2126
*11,093

Flagstaff, AZ

Navajo-Hopi Observer
(Distributed in Northern
Arizona)
2608 North Steves Boulevard
Flagstaff, AZ 86004
Telephone: 520-526-3115
www.navajohopiobserver.com
*11,500

Pembroke, NC

Carolina Indian Voice
306 Normal Street
Pembroke, NC 28372
Telephone: 910-521-2826
*10,000

* Circulation

Rapid City, SD

Indian Country Today
(Distributed nationally)
1920 Lombardy Drive
Rapid City, SD 57703
Telephone: 605-341-0011
*13,000

Seminole, OK

The Seminole Producer
121 North Main Street
Seminole, OK 74868
Telephone: 405-382-1100
*5,407

Tahlequah, OK

Tahlequah Daily Press
106 West 2nd Street
Tahlequah, OK 74464
Telephone: 918-456-8833
*7,000

**PUBLICATIONS FOR MINORITIES, WOMEN AND INDIVIDUALS WITH
DISABILITIES**

Publication	Frequency	Target Audience
Minorities		
Affirmative Action Register Inc. 8356 Olive Boulevard St. Louis, MO 63132 Telephone: 800-547-0655 or 314-991-1335 www.aar-eeo.com	Monthly	Recruitment publication directed at women, minorities and the disabled
Black Collegian 140 Carondelet Street New Orleans, La. 70130 Telephone: 504-523-0154 www.blackcollegian.com	Bimonthly	African American students—all discipline
Black Enterprise 130 Fifth Avenue 10 th Floor New York, New York 10011-4399 Telephone: 212-242-8000 www.blackenterprise.com	Monthly	African American business professionals and managers
Black EOE Journal 22845 Savi Ranch Parkway, Suite A Yorba Linda, CA. 92887 Telephone: 800-487-5099 www.blackoejournal.com	Quarterly	Professionals and college students
Career Focus Magazine 3100 Broadway Street Kansas City, MO 64111 Telephone: 816-960-1988 www.career.umkc.edu/resources/magazine.htm	Monthly	Minority college students and graduates
Direct Aim Kansas City, MO Telephone: 816-960-1988	4 times a year	Minority college students
Dollars & Sense Chicago, IL Telephone: 773-468-4800	6 times a year	African American business professionals

Publication	Frequency	Target Audience
Minorities (cont'd)		
<p>Emerge Magazine 1900 West Place Northeast Washington, DC 20018 Telephone: 202-608-2000</p>	10 times a year	College-educated middle-class African Americans
<p>Equal Opportunity Publications Inc. 1160 East Jericho Turnpike Huntington, NY 11743 Telephone: 631-421-9421 www.eop.com</p>	3 times a year	Minority college students and recent graduates—all disciplines
<p>Essence New York, NY Telephone: 212-642-0600 www.essence.com</p>	Monthly	Contemporary African American women
<p>Hispanic Magazine 98 San Jacinto Boulevard Austin, TX 78701 Telephone: 512-476-5599 www.hispaniconline.com/magazine</p>	Monthly	Hispanic Americans
<p>Hispanic Business 360 South Hope Avenue Santa Barbara, CA 93105 Telephone: 805-682-5843 www.hispanicbusiness.com</p>	Monthly	College-educated Hispanic American business professionals
<p>Minority Business Entrepreneur Torrance, CA Telephone: 310-540-9398 www.mbemag.com</p>	Bimonthly	Business magazine aimed at African Americans and Hispanic Americans

Publication	Frequency	Target Audience
Minorities (cont'd)		
National Hispanic Reporter Washington, DC 20001 Telephone: 202-898-4153	-----	Hispanic Americans
Saludos Hispanos Palm Desert, CA Telephone: 760-776-1206 www.saludos.com	Quarterly	Focuses on education and role models who have achieved success
Transpacific Media Inc Malibu, CA 90263 Telephone: 310-589-2600	6 times a year	Asian Americans
Women		
Affirmative Action Register Inc. 8356 Olive Boulevard St. Louis, MO 63132 Telephone: 800-547-0655 or 314-991-1335 www.aar-eeo.com	Monthly	Recruitment publication directed at women, minorities and the disabled
Individuals With Disabilities		
Affirmative Action Register Inc. 8356 Olive Boulevard St. Louis, MO 63132 Telephone: 800-547-0655 or 314-991-1335 www.aar-eeo.com	Monthly	Recruitment publication directed at women, minorities and the disabled
Careers & the Disabled Huntington, NY Telephone: 516-421-9469 www.eop.com/cd.html	3 times a year	Disabled professionals and college students
Independent Living Provider Huntington, NY Telephone: 516-421-9478	7 times a year	Able and disabled consumers
Mainstream San Diego, CA Telephone: 619-234-3128 WWW.MAINSTREAM-MAG.COM	10 times a year	Able and disabled consumers

COLLEGE AND UNIVERSITIES WITH A HIGH NUMBER OF MINORITY STUDENTS

African American Students

Alabama Agricultural and Mechanical University
P O Box 1357
Normal, AL 35762-1357
Placement Office: 205-851-5410
www.aamu.edu

Alabama State University
915 South Jackson Street
Montgomery, AL 36101-0271
Placement Office: 334-229-4156
www.alasu.edu

Albany State University
504 College Drive
Albany, GA 31705-2796
Placement Office: 912-430-4646
<http://asuweb.asurams.edu/asu/>

Alcorn State University
1000 Asu Drive
Lorman, MS 39096-9402
Placement Office: 601-877-6100
www.alcorn.edu

Central State University
1400 Brush Row Road
Wilberforce, OH 45384-9999
Placement Office: 937-376-6383
www.centralstate.edu

Chicago State University
9501 South King Drive
Chicago, IL 60628-1598
Placement Office: 773-995-2000
www.csu.edu

Clark Atlanta University
JP Brawley Drive at Fair Street SW
Atlanta, GA 30314-4385
Placement Office: 404-880-8000
www.cau.edu

Coppin State College
2500 West North Avenue
Baltimore, MD 21216-3698
Placement Office: 410-383-5900
www.coppin.edu

Florida Agricultural & Mechanical University
Martin Luther King Jr. Boulevard
Tallahassee, FL 32307
Placement Office: 850-599-3500
www.famu.edu

Florida International University
SW 8th Street at SW 107th Avenue
Miami, Florida
Placement Office: 305-348-2181
www.fiu.edu

Grambling State University
100 Main Street
Grambling, LA 71245-3091
Placement Office: 318-247-2346
www.gram.edu

Hampton University
Huntington Building
Hampton, VA 23668-0199
Placement Office: 757-727-5000
www.hamptonu.edu

Howard University
2400 Sixth Street NW
Washington, DC 20059-0001
Placement Office: 202-806-7513
www.howard.edu

Jackson State University
1440 JR Lynch Street
Jackson, MS 39217-0001
Placement Office: 601-979-2477
www.jsums.edu

African American Students (cont'd)

Medgar Evers College-City
University of NY
1650 Bedford Avenue
Brooklyn, NY 11225-2010
Placement Office: 718-270-6020
www.mec.cuny.edu

Morehouse College
830 Westview Drive SW
Atlanta, GA 30314-3773
Placement Office: 404-681-2100
www.morehouse.edu

Morgan State University
1700 E. Cold Spring Lane
Baltimore, MD 21251
Placement Office: 443-885-3333
www.morgan.edu

Norfolk State University
2401 Corprew Avenue
Norfolk, VA 23504-3989
Placement Office: 757-683-8462
www.nsu.edu

NC Agricultural & Technical

State University 1601 East Market Street
Greensboro, NC 27411-0001
Placement Office: 910-334-7755
www.ncat.edu

North Carolina Central University
1801 Fayetteville Street
Durham, NC 27707
Placement Office: 919-560-6337
www.nccu.edu

Prairie View Agricultural &
Mechanical University
Highway 290
P O Box 188
Prairie View, TX 77446
Placement Office: 409-857-2626
www.pvamu.edu

Savannah State College
State College Branch
2319 Falligant Avenue
Savannah, GA 31404-5255
Placement Office: 912-356-2181
www.savstate.edu

Hispanic American Students

Florida International University
SW 8th Street at SW 107th Avenue
Miami, Florida
Placement Office: 305-348-2181
www.fiu.edu

Mercy College
555 Broadway
Dobbs Ferry, NY 10522-1189
Placement Office: 914-693-4500
www.mercy.edu

New Mexico Highlands University
901 University Avenue
Las Vegas, NM 87701
Placement Office: 505-454-3473
www.nmhu.edu

New Mexico State University
University Avenue
Box 30001
Las Cruces, NM 88003-8001
Placement Office: 505-646-1631
www.nmsu.edu

Our Lady of the Lake University of
San Antonio
411 SW 24 Street
San Antonio, TX 78207-4689
Placement Office: 210-434-6711
www.ollusa.edu

Hispanic American Students (cont'd)

St. Edwards University
3001 South Congress Avenue
Austin, TX 78704-6489
Placement Office: 512-448-8500
www.stedwards.edu/

St. Mary's University of San Antonio
One Camino Santa Maria
San Antonio, TX 78228-8572
Placement Office: 210-436-3011
www.stmarytx.edu

St. Thomas University
16400 NW 32nd Avenue
Miami, FL 33054-6498
Placement Office: 305-625-6000
www.stu.edu

Texas A&M University-Corpus Christi
6300 Ocean Drive
Corpus Christi, TX 78412-5599
Placement Office: 512-994-5700
www.tamucc.edu

Texas A&M University
Santa Gertrudis
955 W University Boulevard # 105
Kingsville, TX 78363
Placement Office: 361-595-2910
www.tamuk.edu

University of California-Berkeley
101 Dwinelle Anx
Berkeley, CA 94720-0001
Placement Office: 510-642-6000
www.berkeley.edu

University of California – Los Angeles
405 Hilgard Avenue
Los Angeles, CA 90024-1301
Placement Office: 310-825-4321
www.ucla.edu

University of Houston – Downtown
Houston, TX 77204
Placement Office: 713-743-2255
www.uh.edu

University of Miami
1306 Stanford Drive
Coral Gables, FL 33124-4600
Placement Office: 305-284-5451
www.miami.edu

University of New Mexico
Albuquerque, NM 87131-0001
Placement Office: 505-277-2531
www.unm.edu

University of Southern Colorado
2200 Bonforte Boulevard
Pueblo, CO 81001-4990
Placement Office: 719-549-2461

University of Texas – El Paso
El Paso, TX 79968-0512
Placement Office: 915-747-5640
www.utep.edu

University of Texas – Pan American
1201 W. University Drive
Edinburg, TX 78539-2970
Placement Office: 210-381-2011
www.panam.edu

University of Texas – San Antonio
6900 N. Loop 1604 West
San Antonio, TX 78249-0600
Placement Office: 210-458-4011
www.utsa.edu

Asian American Students

Bernard M. Baruch College of the City
University of New York
75 Lexington Avenue
New York, NY 10010-5526
Placement Office: 212-802-2000
www.baruch.cuny.edu

California State Polytechnic University
3801 W. Temple Avenue
Pomona, CA 91768-2557
Placement Office: 909-869-7659
www.csupomona.edu

California State University – Fullerton
P O Box 34080
Fullerton, CA 92834-9480
Placement Office: 714-278-2011
www.fullerton.edu

California State University – Long Beach
1250 Bellflower Boulevard
Long Beach, CA 90840-0119
Placement Office: 562-985-2543
www.csulb.edu

California State University – Los Angeles
5151 State University Drive
Los Angeles, CA 90032-8530
Placement Office: 213-343-3270
www.calstatela.edu

City College of the City University of
New York
160 Convent Avenue
New York, NY 10031-9198
Placement Office: 212-650-5326
www.cny.cuny.edu

Cornell University
Ithaca, NY 14853-2801
Placement Office: 607-255-5221
www.cornell.edu

Harvard University
Cambridge, MA 02138-3800
Placement Office: 617-495-1000
www.harvard.edu

Massachusetts Institute of Technology
77 Massachusetts Avenue
Cambridge, MA 02139-4307
Placement Office: 617-253-4733
www.mit.edu

New Jersey Institute of Technology
University Heights
Newark, NJ 07102-1982
Placement Office: 973-596-3300
www.njit.edu

New York University
70 Washington Square South
New York, NY 10012-1092
Placement Office: 212-998-1212
www.nyu.edu

Queens College of the City of New York
University, 65-30 Kissena Boulevard
Flushing, NY 11367-1597
Placement Office: 718-999-5600
www.qc.cuny.edu/

San Francisco State University
1600 Holloway Avenue
San Francisco, CA 94137-1740
Placement Office: 415-338-1761
www.sfsu.edu

San Jose State University
One Washington Square
San Jose, CA 95192-0001
Placement Office: 408-924-6010
www.sjsu.edu

Asian American Students (cont'd)

Santa Clara University
Santa Clara, CA 95053-0001
Placement Office: 408-554-4700
www.scu.edu

Stanford University
Stanford, CA 94305-1684
Placement Office: 650-723-3963
www.stanford.edu

University of California – Berkeley
Berkeley, CA 94720-0001
Placement Office: 510-642-6000
www.berkeley.edu

University of California – Davis
Davis, CA 95616
Placement Office: 530-752-6659
www.ucdavis.edu

University of California – Irvine
Campus Drive
Irvine, CA 92697-0001
Placement Office: 714-824-5011
www.uci.edu

University of California – Los Angeles
405 Hilgard Avenue
Los Angeles, CA 90024-1301
Placement Office: 310-825-2981
www.ucla.edu

University of California – Riverside
900 University Avenue
Riverside, CA 92521-4009
Placement Office: 909-787-3631
www.ucr.edu

University of California – San Diego
9500 Gilman Drive
La Jolla, CA 92093-5003
Placement Office: 619-534-2230
www.ucsd.edu

University of California – Santa Barbara
Santa Barbara, CA 93016
Placement Office: 805-893-2485
www.ucsb.edu

University of Chicago
5801 S. Ellis Avenue
Chicago, IL 60637-1496
Placement Office: 773-702-1234
www.uchicago.edu

University of Hawaii – Manoa
2444 Dole Street
Honolulu, HI 96822-2399
Placement Office: 808-956-8605
www.uhm.hawaii.edu

University of Illinois at Chicago
601 South Morgan - M/C 102
Chicago, IL 60607-7128
Placement Office: 312-996-2800
www.uic.edu

University of Pennsylvania
Philadelphia, PA 19104-6280
Placement Office: 215-898-3208
www.upenn.edu

University of Southern California
University Park
Los Angeles, CA 90089-0012
Placement Office: 213-740-8899
www.usc.edu

University of Washington
Seattle, WA 98195-0001
Placement Office: 206-543-2100
www.washington.edu

Yale University
New Haven, CT 06520
Placement Office: 203-432-4771
www.yale.edu

Native American Students

East Central University
ADA, OK 74820-6899
Placement Office: 580-332-8000
www.ecok.edu

Fort Lewis College
1000 Rim Drive
Durango, CO 81301-3999
Placement Office: 970-247-7184
www.fortlewis.edu

Heritage College
3240 Fort Road
Toppenish, WA 98948-9599
Placement Office: 509-865-8500
www.heritage.edu

Northeastern State University
600 North Grand
Tahlequah, OK 74464-2399
Placement Office: 918-456-5511
www.nsuok.edu

Northern Arizona University
Flagstaff, AZ 86011-0001
Placement Office: 520-523-9011
www.nau.edu

Montana State University
Havre, MT 59501
Placement Office: 406-265-3704
www.montana.edu

Pembroke State University
One University Drive
P O Box 1510
Pembroke, NC 28372-1510
Placement Office: 910-521-6000
www.uncp.edu

University of Oklahoma
Health Sciences Center
1000 Stanton L Young Boulevard
Oklahoma City, OK 73190-1208
Placement Office: 405-271-2655
www.ou.edu

Southeastern Oklahoma State University
Durant, OK 74701
Placement Office: 405-924-0121
www.sosu.edu

University of Alaska – Anchorage
3211 Providence Drive
Anchorage, AK 99508-8000
Placement Office: 907-786-1800
www.uaa.alaska.edu

University of Alaska – Fairbanks
Suite 320, Signers' Hall
Fairbanks, AK 99775-7500
Placement Office: 907-474-7211
www.uaf.edu

University of Hawaii at Hilo
200 West Kawili Street
Hilo, HI 96720-4091
Placement Office: 808-974-7311
www.uhh.hawaii.edu

University of Mary
7500 University Drive
Bismarck, ND 58504-9652
Placement Office: 701-255-7500
www.umary.edu

University of Science and Arts of Oklahoma
Box 82345
Chickasha, OK 73018-0001
Placement Office: 405-224-3140
www.usao.edu

ASSOCIATIONS/ORGANIZATIONS FOR MINORITIES, WOMEN AND INDIVIDUALS WITH DISABILITIES

Minorities

Alpha Phi Alpha Fraternity
2313 St. Paul Street
Baltimore, MD 28218-5234
Telephone: 410-554-0040
www.alphaphialpha.net

American Association for Affirmative Action
5530 Wisconsin Avenue, Suite 1110
Chevy Chase, MD 20815
Telephone: 800-252-8952 or
301-656-7040
www.affirmativeaction.org

National Association of African Americans in Human Resources
3001 South Hanover Street
Baltimore, MD 21225
www.naaahr-baltimore.org

Blacks in Government
1820 11th Street, NW
Washington, DC 20001-5010
Telephone: 202-667-3280
www.bignet.org

Florida Minority Supplier Development Council
6880 Lake Ellenor Drive, Suite 104A
Orlando, Florida 32809
Telephone: 407-245-6062
www.nmsdcfl.com

Hispanic Association of Colleges and Universities
8415 Datapoint Drive, Suite 400
San Antonio, TX 78229
Telephone: 210-692-3805
www.hacu.net

Indiana Black Expo
3145 N. Meridian Street
Indianapolis, IN 46208
Telephone: 317-925-2702
www.indianablackexpo.com

Leadership Conference on Civil Rights
1629 K Street, NW, Suite 1010
Washington, D.C. 20006
Telephone: 202-466-3311
www.lccr.org

League of United Latin American Citizens
2000 L Street, NW, Suite 610
Washington, D.C. 20036
Telephone: 202-833-6130
www.lulac.org

National Alliance of Business
1201 New York Avenue, NW Suite 700
Washington, DC 20005
Telephone: 800-787-2848 or 202-289-2888
www.edutopia.org/php/orgs.php?id=ORG_300282

National Association for the Advancement of Colored People (NAACP)
Washington Bureau
1025 Vermont Avenue, NW, Suite 1120
Washington, DC 20005
Telephone: 202-638-2269
www.naacp.org

National Association for Black Veterans
P O Box 11432
Milwaukee, Wisconsin 53211
Telephone: 800-842-4597
www.nabvets.com

National Association of Black Accountants, Inc.
7249-A Hanover Parkway
Greenbelt, Maryland 20770
Telephone: 301-474-6222
www.nabainc.org

National Association of Black Journalists
8701A Adelphi Road
Adelphi, MD 20783-1716
Telephone: 301-445-7100
www.nabj.org

Minorities (cont'd)

National Association of Urban Bankers
1300 L Street, NW, Suite 825
Washington, D.C. 20005
Telephone: 202-289-8335

National Black MBA Association
180 North Michigan Avenue, Suite 1400
Chicago, IL 60601
Telephone: 312-236-BMBA (2622)
www.nbmbaa.org

National Council of La Raza
1111 19th, NW Suite 1000
Washington, DC 20036
Telephone: 202-785-1670
www.nclr.org

National Minority Faculty Identification
Program
Southwestern University
P O Box 770
Georgetown, TX 78627
Telephone: 512-863-1208
www.southwestern.edu/natfacid

Opportunity Industrialization Center of
America
1415 North Broad Street
Philadelphia, PA 19122-3323
Telephone: 215-236-4500
www.oicofamerica.org

Phi Beta Sigma Fraternity
145 Kennedy Street, NW
Washington D.C. 20011 - 5294
Telephone: 202-726-5434
www.pbs1914.org

Women

American Association of University Women
1111 Sixteenth Street, NW
Washington, DC 20036
Telephone: 800-326-AAUW
202-785-7700
www.aauw.org

American Business Women's Association
9100 Ward Parkway -- P.O. Box 8728
Kansas City, MO 64114-0728 USA
Telephone: 800-228-0007
www.abwa.org

American Society of Women Accountants
60 Revere Dr., Suite 500
Northbrook, IL 60062
Telephone: 800/326-2163
703-938-7114
www.aswa.org

Delta Sigma Theta Sorority, Incorporated
1707 New Hampshire Avenue NW
Washington DC 20009
Telephone: 202-986-2400
www.deltasigmatheta.org

Federation of Organizations for Professional
Women (FOPW)
P O Box 6234
Falls Church, VA 22040
Telephone: 703 532-7294

Financial Women International
200 North Glebe Road, Suite 820
Arlington, Virginia 22203
Telephone: 703-807-2007
www.fwi.org

Individuals with Disabilities

Job Accommodation Network

P O Box 6080

Morgantown, West Virginia 26506-6080

Telephone: 800-526-7234 for accommodation information

800-232-9675 for ADA information

www.jan.wvu.edu

WORLD WIDE WEB (WWW) JOB BANKS AND JOB PLACEMENT ASSISTANCE ORGANIZATIONS

America's Job Bank

Partnership between U.S. Department of Labor and the State-operated public Employment Service. Maintains job bank with approximately 1,500,000 employment opportunities throughout the U.S. Most listings are full-time private sector jobs.

www.ajb.dni.us

Career Builder

Worldwide job listings, online job fairs, professional organizations, and diversity links.

www.careerbuilder.com

Minorities' Job Bank

On-line job bank for minorities from Black Collegiate Services, Inc.

www.iminorities.com

National Job Bank

Internet database of job listings and resume bank.

www.nationaljobbank.com

Academic Careers Online

Global job site of career opportunities in education and academia. Includes: faculty research, post doc, adjunct, administrative, and senior management positions at colleges, universities and research institutes.

www.academiccareers.com

Resume Net

Lists resumes and career search links.

www.resumenet.com

Corporate Diversity Search, Inc.

Nationwide executive search firm specializing in the placement of women and minorities in middle-and upper-level positions.

www.corpdiversitysearch.com

Minorities Executive Search

Recruitment firm specializing in placement of women and minorities. Includes job listing and resume bank.

www.minorityexecsearch.com

National Urban League

Job bank, job training, and placement. Focuses on African Americans. Listings for its 114 affiliates throughout the country available at

www.nul.org

WWW JOB BANKS AND JOB PLACEMENT ASSISTANCE ORGANIZATIONS (CONT'D)

Accu-Screen Inc.

www.accuscreen.com

Adecco International

www.adecco.com

Advantage Hiring Inc.

www.advantagehiring.com

Bernard Hodes

www.hodes.com

Employment Guide

www.careerbuilder.com

Classified Ads

www.shrm.org/jobs

Development Dimensions International

www.ddiworld.com

Internship Programs.com Inc.

www.internshipprograms.com

JWT Specialized Communications

www.jwtworks.com

America's Job Bank

www.americasjobbank.com

Academic Employment Network

www.academply.com

Career Magazine

www.careermag.com

Personnel Decisions International

www.personneldecisions.com

Chronicle Careers

Chronicle of Higher Education

www.chronicle.com/jobs

Higher Ed Jobs Online

www.higheredjobs.com

Webhire Inc.

www.webhire.com

Jobs.com

www.jobs.com

Taleo

www.taleo.com

LIST OF JOB FAIRS AND OPEN HOUSES

Abilities of Florida

June

Abilities Headquarter - 57th Avenue across from University of Miami, Coral Gables

Nursing Spectrum Job Fair

October

Broward Convention Center

Miami Dade Community College - North Campus

March

27th Avenue Campus - NW

Miami Dade Community College - South Campus

March

117th Avenue SW location

Miami Dade Community College - Medical Campus

March

20th Street NW location

Veterans Administration

November

12th Avenue NW location

National School of Technology - Kendall/Miami/ N. Miami Beach

Ongoing

163rd Street N. Miami Beach location

ATI Career Training Center

Ongoing

17 Street NW - across from the old Levitz

Jose Marti - Middle School

April

Hialeah, Florida

Barbara Goldman - High School

April

Miami Gardens, Florida

Sheridan Vocational College

Ongoing

Fort Lauderdale location

**JOB PLACEMENT AND TRAINING ORGANIZATIONS FOR MINORITIES,
WOMEN AND INDIVIDUALS WITH DISABILITIES IN BROWARD AND DADE
COUNTIES**

Broward

Broward Employment and Training
Administration (BETA)
330 North Andrews Avenue
Fort Lauderdale, FL 33301
Telephone: 305-765-4545
Fax: 305-765-4535

Seminole Tribe of Florida
6300 Sterling Road
Hollywood, FL 33024
Telephone: 954-966-6300
954-967-3413
Fax: 954-967-3480

Florida Department of Labor and
Employment Security
1901 South Congress Avenue, Suite 340
Boynton Beach, FL 33426
Telephone: 561-279-1905

SER - Jobs for Progress
7100 Pines Boulevard, #25
Pembroke Pines, FL 33024
Telephone: 954-983-5700

Vocational Rehabilitation Division
District 6
Goodwill Industries
2104 West Commercial Boulevard
Fort Lauderdale, FL 33309
Telephone: 954-486-1600

Urban League of Broward County
11 NW 36th Avenue
Fort Lauderdale, FL 33311
Telephone: 954-584-0777
Fax: 954-584-4413

Project Independence
1801 West Sample Road
Second Floor, Room 244
Pompano Beach, FL 33064
Telephone: 954-969-3473

Veterans Outreach Center
315 NE 3rd Avenue
Fort Lauderdale, FL 33301
Telephone: 954-356-7926
Fax: 954-356-7609

Dade

Abilities of Florida
6602 SW 57th Avenue
Miami, FL 33143
Telephone: 305-669-6981
Fax: 305-669-6989

Change Center
Miami-Dade
Community College
11380 NW 27th Avenue
Miami, FL 33136
Telephone: 305-237-1135

Centro Campesino
35801 SW 186th Avenue
P. O. Box 343449
Florida City, FL 33034
Telephone: 305-245-7738
Fax: 305-247-2618

Disability Services and
Independent Living (DSAIL)
1320 South Dixie Highway, Suite 760
Coral Gables, FL 33146
Telephone: 305-668-4407
Fax: 305-547-7355 TDD: 305-668-3323

Dade (cont'd)

Easter Seal Society of Dade County
1475 NW 14th Avenue
Miami, FL 33125
Telephone: 305-325-0470
Fax: 305-325-0578

Employer Resource Council
Miami-Dade
Community College
11380 NW 27th Avenue
Miami, FL 33167-3495
Telephone: 305-237-1862

Epilepsy Foundation of South Florida
Training & Placement Service
7300 N. Kendall Drive, Suite 700
Miami, FL 33156
Telephone: 305-670-4949
Fax: 305-670-0904

Fellowship House
5711 South Dixie Highway
Miami, FL 33143
Telephone: 305-667-1036

Florida Department of Labor and
Employment Security Division of
Vocational Rehabilitation
5040 NW 7th Street, Room 330
Miami, FL 33126
Telephone: 305-442-6870
Fax: 305-442-6897
TDD: 305-442-6878

Goodwill Industries of South Florida, Inc.
2121 NW 21st Street
Miami, FL 33142-7382
Telephone: 305-325-9114
Fax: 305-324-7319

Haitian American Foundation, Inc. (HAFI)
Corporate Office
6660 Biscayne Boulevard
Miami, FL 33138
Telephone: 305-758-3338

James E. Scott Community Association, Inc.
(JESCA)
2389 NW 54th Street
Miami, FL 33142
Telephone: 305-637-1053

Jobs for Miami
7900 NE 2nd Avenue, 6th Floor
Miami, FL 33138
Telephone: 305-759-6511

Lindsey Hopkins Technical
Education Center
750 NW 20th Street, Room C-110
Miami, FL 33127
Telephone: 305-324-6070
Fax: 305-326-1408

MEED Program, Miami-Dade
Community College, Wolfson Campus
300 NE 2nd Avenue, Office #1541
Miami, FL 33132
Telephone: 305-237-3544
Fax: 305-237-3192

Miami Job Corps Center
3050 NW 183rd Street
Miami, FL 33056
Telephone: 305-626-7800
Fax: 305-626-7857

Miami Lakes Technical Education Center
5780 NW 158th Street
Miami Lakes, FL 33014
Telephone: 305-557-1100, X-236
Fax: 305-557-7391

Miami Skill Center
50 NW 14th Street
Miami, FL 33136
Telephone: 305-358-4925
Fax: 305-329-3096

Dade (cont'd)

Miccosukee Business Committee
P. O. Box 440021
Tamiami Station
Miami, FL 33144
Telephone: 305-223-8380

Neighborhood Jobs Program City of Miami
Department of Community Development
300 Biscayne Boulevard Way, Suite 325
Miami, FL 33131
Telephone: 305-579-2468 or
305-579-2469 or 305-579-2470

New Directions Employment &
Training Services, Inc.
5555 Biscayne Boulevard
Miami, FL 33137
Telephone: 305-759-8500 X-126
Fax: 305-754-9223

Opportunities Industrialization Center
(OIC) of Dade County, Inc.
4500 Biscayne Boulevard, Suite 150
Miami, FL 33137
Telephone: 305-576-0242
Fax: 305-576-3142

Riverside House
75 SW 8th Street, Suite 300
Miami, FL 33130
Telephone: 305-577-0338
Fax: 305-374-4875

Robert Morgan
Vocational Technical Institute
18180 SW 122nd Avenue
Miami, FL 33177
Telephone: 305-253-9920
Fax: 305-253-3023

Saber, Inc.
3990 West Flagler Street, Suite 100
Miami, FL 33134
Telephone: 305-443-9170
Fax: 305-443-7390

SER - Jobs for Progress
42 NW 27th Avenue, Suite 421
Miami, FL 33125
Telephone: 305-649-7500
Fax: 305-644-2100

South Dade Skills Center
28300 SW 152nd Avenue
Leisure City, FL 33033
Telephone: 305-247-7839
Fax: 305-247-2375

Training and Employment Council of
South Florida
3403 NW 82nd Avenue, Suite 300
Miami, FL 33122-1029
Telephone: 305-594-7615 X-306
Fax: 305-477-0113

Transition, Inc.
390 NW 2nd Street, Park Tower, Box 108
Miami, FL 33128
Telephone: 305-374-1987
Fax: 305-539-9141

Veteran Outreach Center
2700 SW 3rd Avenue, Suite 1A
Miami, FL 33129
Telephone: 305-859-8387
Fax: 305-530-7870

Veterans Administration Hospital
Job Placement Unit
1201 NW 16th Street, 116b
Miami, FL 33125
Telephone: 305-324-4455 X-3516
Fax: 305-324-3403

Women and Children First
160 NW 176th Street, Suite 202-2
Miami, FL 33169
Telephone: 305-892-0018
Fax: 305-895-5694 Not Operational

Dade (cont'd)

Youth Co-op, Inc.
801 NW 37th Avenue, #212
Miami, FL 33125
Telephone: 305-643-6730
Fax: 305-643-190