How to utilize Jobelephant to place recruitment advertisements:

Once job posting is live on WSUjobs.com, send apply URL (WSUjobs.com direct link) to Michael Ang, michael@jobelephant.com (1-800-311-0563) with the following information:

- Where you would like position posted (i.e. Chronicle of Higher Education, Higher Ed Jobs, Inside Higher Ed, Lewiston Morning Tribune, Moscow-Pullman Daily News etc.)

- Indicate whether or not you would like assistance with the ad language or where to post the specific vacancy

- CC your departmental billing contact to ensure they receive the weekly invoice. Your billing contact will need to include the Jobelephant blanket number B761627 on the invoice they send to Accounts Payable in order to process payment.

- CC Jaide Wilhelm, jaide.wilhelm@wsu.edu (Human Resource Services contact)

- If you have multiple ad copies (long ad, short ad etc.) specify which ad language you want to go to each media type

- If you have discounts or coupons for a specific job board or media type, please send to Michael so he can ensure that you receive the discounted price

- If you or your department have memberships with a particular job board please include that information in your email to Michael so, he can receive the membership rate on your behalf

- If you do not hear back within 24 hours, please be sure to 1) call 800-311-0563 to confirm they’ve received your request 2) email Jaide so she can stay up to date on the timeliness of the request.

If you have any questions or feedback while working with Jobelephant please do not hesitate to reach out to:

Jaide Wilhelm, Recruitment and Outreach Specialist
jaide.wilhelm@wsu.edu (509) 335-9436
hrs.wsu.edu/jobelephant