

JOB VACANCY LISTINGS

When students register and upload their resume(s) on Career Services' **Miami CAREERlink**, they have access to job and internship listings of employers who may not come to campus to recruit. Access Miami CAREERlink on our homepage (www.muohio.edu/careers, click on 'students,' click on 'Miami CAREERlink,' click on 'Jobs').

The following **PRINTED VACANCY PUBLICATIONS** can be found on the job vacancies shelf in our Career Resource Center in Hoyt Hall. Several of these publications may also be accessed online.

- **INSIGHT Into Diversity** (www.InsightIntoDiversity.com): A monthly job publication directed to women/minorities/veterans/physically challenged.
- **ARS Jobs** (www.ars.usda.gov/Careers/Careers.htm) and **The Job Seeker** (www.thejobseeker.net): ARS Jobs is a weekly listing of vacancy announcements throughout the country with the Agricultural Research Service. The Job Seeker Publishes job openings twice-monthly in the environmental sector.
 - Administration
 - Consulting
 - Environmental Education
 - Forestry
 - Parks/Recreation
 - Biology
 - Ecology
 - Fisheries
 - Nature Centers
 - Research/Teaching
 - Conservation
 - Environmental
 - Horticulture/Agriculture
 - Organizational
 - Internships
- **ArtSearch**: Provides career and job-search information in the visual, literary, and performing arts as well as services and professional support for artists, arts agencies, and organizations.
- **Current Jobs in Art**: The National Employment Bulletin for the Visual Arts Professions.
- **Current Jobs in Liberal Arts**: The National Employment Bulletin for the Liberal Arts Professions.
- **Current Jobs in Management and Business**: The National Employment Bulletin for the Business Professions.
- **Current Jobs in Performing Arts**: The National Employment Bulletin for the Performing Arts Professions.
- **Current Jobs in Writing, Editing & Communications**: The National Employment Bulletin for the Communication Professions.
- **Current Jobs International**: The National Employment Bulletin for the Foreign Language Professions.
- **Federal Jobs Digest** (www.jobsfed.com): Lists positions available with the federal government.
- **The International Educator** (www.tieonline.com): A publication of overseas teaching opportunities in international schools.
- **Queen City Jobs** (www.queencityjobs.com): A weekly publication containing job postings in Greater Cincinnati and Northern Kentucky.

The following **JOB BANKS** may be viewed on our Web site at:

www.muohio.edu/careers/students/internetsites/jobbanks.html

- **Sports Industry Job Board*** (www.units.muohio.edu/careers/secure/sports_ind_job_board.shtml) has job postings from the entire sports industry. They cover both the business and the athletic side and include entry-level to more experienced positions for sports marketing agencies; NBA, NFL, & NHL; major league baseball; league offices; auto racing; and colleges and universities. The following fields are represented:

- Broadcasting
- Coaching
- Management
- Marketing
- Media Relations
- Sales
- Scouting
- Trainers

- **Idealist.org** (www.idealist.org) is a project of *Action Without Borders*, a nonprofit organization. It is a clearinghouse for information about nonprofit organizations and issues, careers, volunteering, career fairs, graduate school fairs, and resources related to nonprofits. Their nonprofit job listings include the following types:

- Director of Communications
- Outreach Director
- Direct Response Manager
- Web and Database Admin.
- Paralegal
- Learning/Development Mngr.
- Office Administrator
- Bilingual Social Worker, MSW
- Associate Art Director
- Client Advocate
- WIC Director
- Youth Advocate

- **craigslist** (www.craigslist.org) is a Web site that is quite useful for job searching in geographically specific markets (e.g., San Francisco, Los Angeles, Boston, New York City, etc.). Do not be put off by its bare-bones appearance. What lacks in aesthetics it makes up for in substance. In addition to job announcements, there is a section on housing (i.e., apartments, sublets, roommates).

- **Other Web Sites to Consider:**

- *American Association for Employment in Education*
- *ArtSEARCH*
- *CareerBuilder.com*
- *CareerBoard.com*
- *CollegeGrad.com*
- *Craigslist*
- *DICE High Tech Jobs*
- *DirectEmployers*
- *ejobs.org (environmental jobs)*
- *Indeed.com*
- *Job Shark.com*
- *Jobcircle*
- *Jobfind*
- *Medzilla.com*
- *NationJob.com*
- *NewYorkJobs.com Orion Grassroots Network*
- *PRSA.org (Public Relations Society of America)*
- *USA Jobs*
- *Washington Post*
- *Yahoo! Careers*

*includes internships