

HERC Jobs

Finding & Applying for Jobs in Higher Education



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HERC
JOBS

What is HERC Jobs?

HERC Jobs is your pathway to a career in higher education, offering a comprehensive job board and free career resources. HERC Jobs is administered by the Higher Education Recruitment Consortium (HERC), a nonprofit coalition of higher ed institutions and affiliated groups committed to expanding the candidate pool and fostering inclusive workplaces.

Agenda

- Why work in higher ed?
- Finding jobs in higher ed
- Preparing your materials
- Maximizing the virtual job fair w/
CareerEco
- Open Q&A



An illustration featuring three stylized figures in a classroom or study environment. On the left, a man with a beard and a blue shirt sits on a stack of books, holding a blue pen and looking thoughtful. In the center, a man with blue hair and a blue sweater stands, gesturing towards a glowing lightbulb. On the right, a woman with dark hair, wearing an orange patterned sweater and green pants, is kneeling and looking at a grid with geometric shapes. The background is filled with various geometric shapes like circles, triangles, and squares, along with black lines that form a complex, abstract pattern. The overall style is modern and artistic.

Why Work in Higher Education



Why work in Higher Education?

- IMPACT
- CONTRIBUTE TO SOCIETY / THE GREATER GOOD
- JOB SECURITY
- GOOD BENEFITS & WORK-LIFE BALANCE
- PROFESSIONAL GROWTH & LEARNING

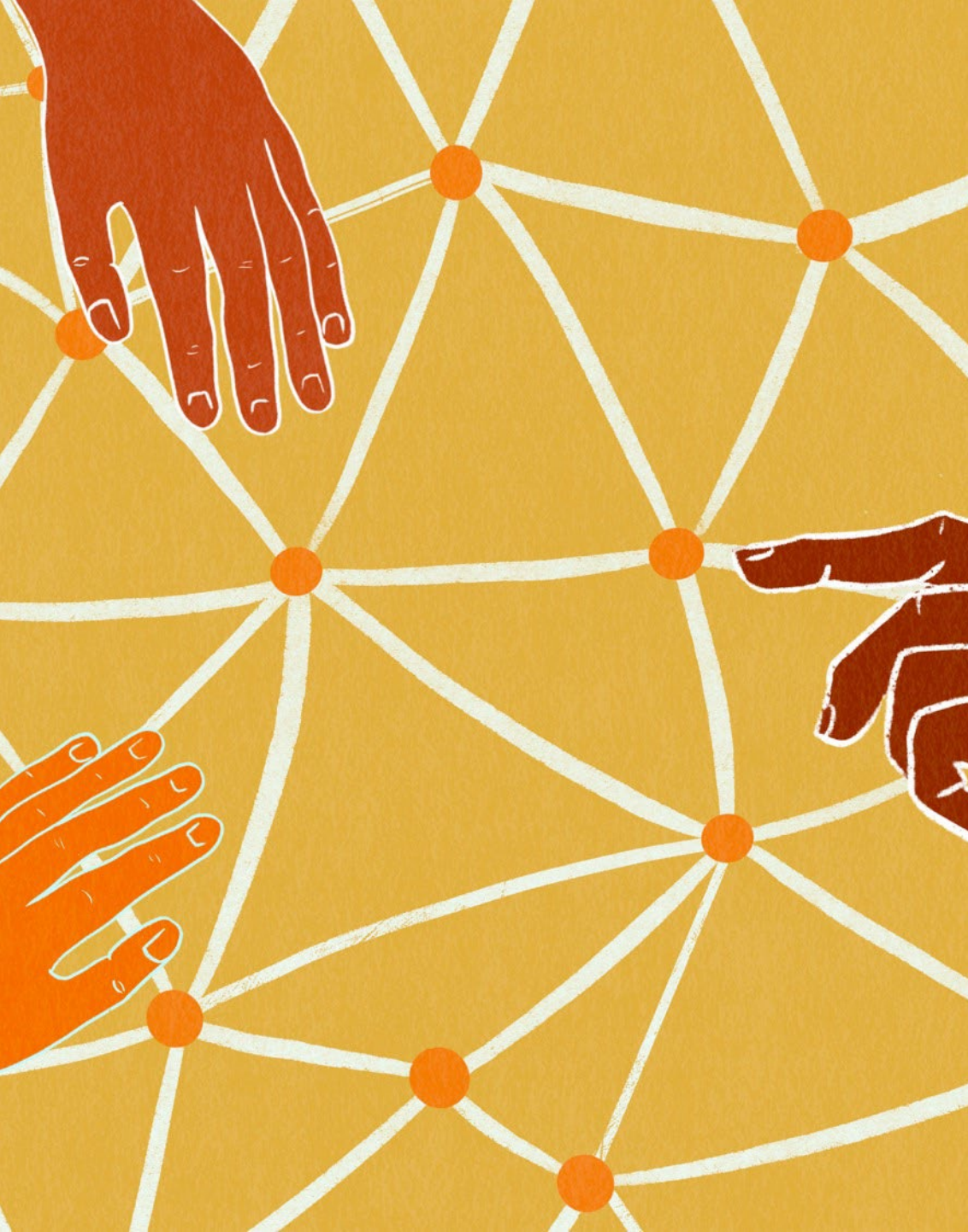


What
kinds of
jobs are
available?

- Accountants
- Health and Wellness
- Facility Managers
- Lab Technicians
- Legal
- Student Advocates
- Recreation Professionals
- Technology Staff/IT Support
- Marketing

Finding Jobs In Higher Education





Refine Your Job Search & Identify Target Roles

- Set up job alerts use multiple key words
- Review multiple roles to identify commonalities that appeal to you
- Review required skills and responsibilities in the job description – but don't self-select out!
- Refine your key terms over time

ENRICH MINDS AND SHAPE FUTURES. EXPLORE HIGHER ED JOBS.



Search Higher Education Jobs

Search

Jobs Available: 46,053
Jobs Posted Today: 812

Dual Career Job Search
Advanced Search

Where to start? HERC Jobs

Search jobs at higher ed institutions investing in the future workforce and broadening access to career opportunities

Access free career resources, such as ebooks and a monthly newsletter full of tips and advice.



Keywords

All States

All Job Types

Search

Jobs Available: 43,387
Jobs Posted Today: 1,046

Dual Career Job Search
Advanced Search

Job Seeker Institution

[? Help](#) [Sign In](#)

Search Browse Dual Career Search **Your Job Alerts** Your Saved Jobs

Keywords

Location
All locations

SEARCH

FILTER

Create job alerts

Special Considerations for the Higher Ed Job Search

- Consider the institution type and size
- Look at the department listing as well as the institution
- Investigate benefits, culture, institutional mission, etc.



Preparing Your Materials



1. Create an Impactful Resume

- Create a tailored resume based on your top 2-3 job searches
- Manage your key words
- Focus on outcomes and deliverables wherever possible
- Prioritize most relevant roles





2. Craft a Compelling Cover Letter

- Tell as “story” that connects your experience to the job description
- Point to transferrable skillsets
- Provide simple (non apologetic) explanations for potential problem areas – better yet, “re-frame” as a positive

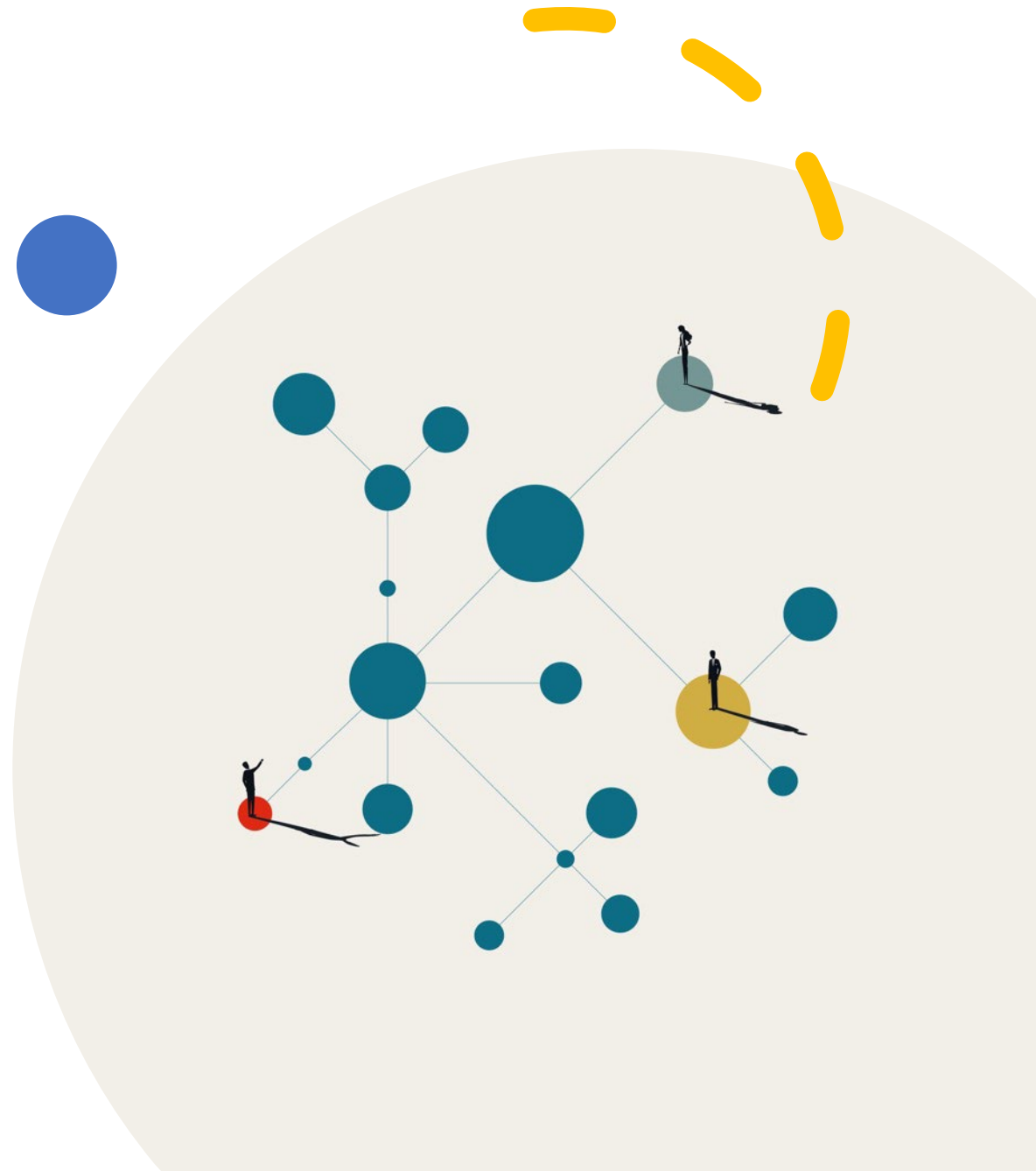
3. Strengthen Your Profile / Personal Brand

- Enhance your LinkedIn profile
- Look for ways to build skill sets or demonstrate ability
- Take on leadership and/or visible roles (Get out of your comfort zone)



4. Expand Your Network

- Tap into formal and informal networks
- Be intentional with your mentor network
- Ask for informational interviews



Higher Ed Application Tips

- The application process may take longer than the corporate environment
- All materials matter (CV, resume, etc.)
- Interviews may be in panel format
- Connect your experience with the mission of the institution or department



The background features a network of light blue lines connecting circular nodes, with three hands in shades of brown and orange reaching towards the center. The text is centered over this graphic.

Preparing for the Virtual Career Fair



Career Eco Demo



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JOBS



Create Your CareerEco Account



Start Here: <https://bit.ly/40XRkPh>

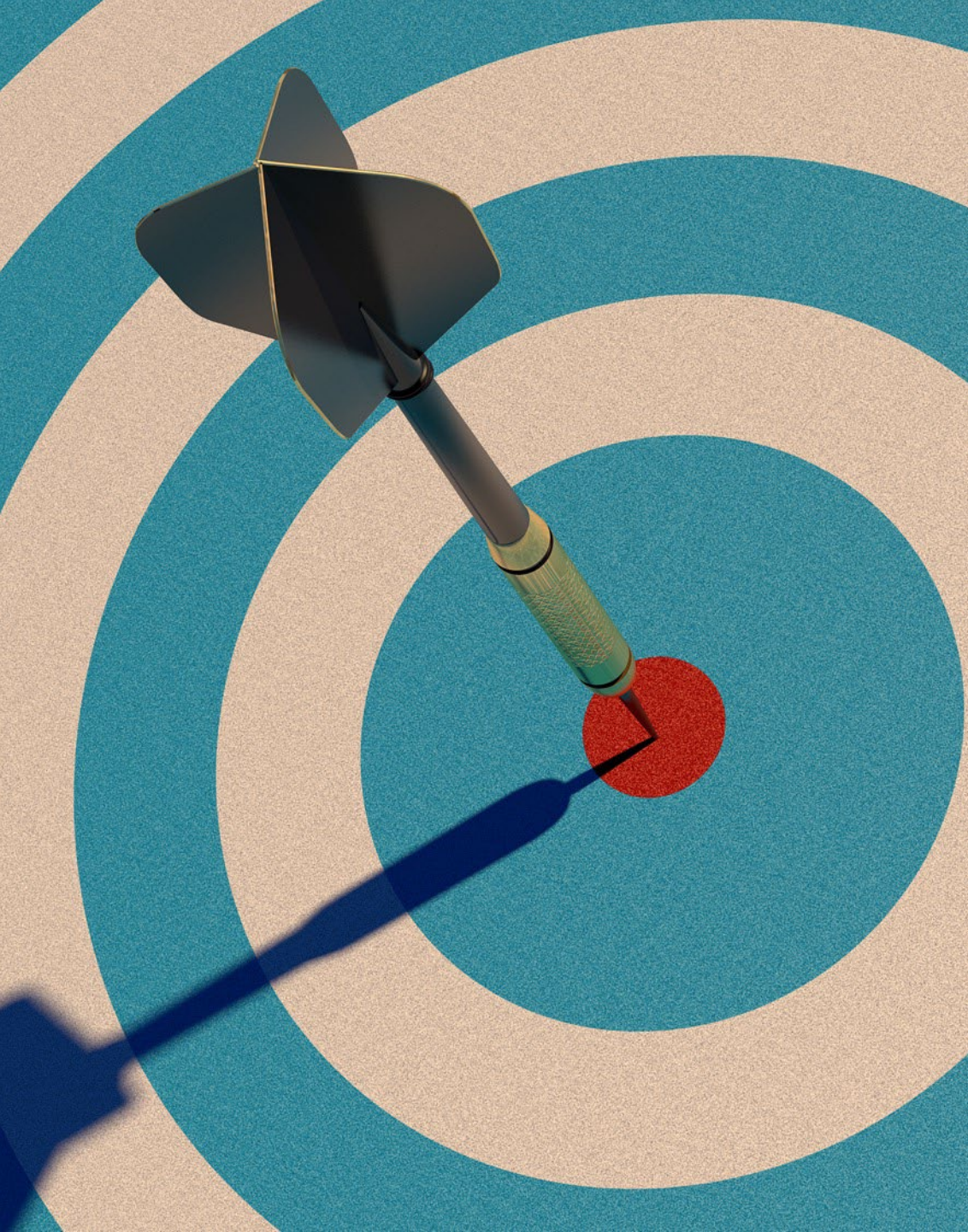
Maximizing Your Career Fair Experience

Before the Virtual Career Fair

- Set Up Your Profile
- Scan the Employers List and Do Research
- Prepare Questions
- Check Your Tech and Prep Your Space

During the Virtual Career Fair

- Be Proactive with Your Questions
- If It's Busy, Return Later
- Stay Engaged
- Take Notes
- Plan your follow-up



Questions?



Key Resources:

1. [How to Apply for Jobs in Higher Education](#) and other [ebooks](#)
2. [Essential Tips for Navigating Virtual Career Fairs](#) and other [career advice articles](#)
3. [Upcoming Virtual Career Fairs](#)

