

How to Post Job Openings on ACRA Website and Emailing List

1) Email:

Please send an email to chatterjeep@mail.montclair.edu AND cc: greg.clare@okstate.edu

with subject line: *Position announcement - Assistant/Associate/Visiting.. Professor at xxx University*

Please attach detailed information as MS Word/PDF documents to your email.

If you are paying online through the ACRA website (as in 2.a below), please enclose a screenshot of the payment confirmation.

2) Payment:

a. By making a \$100.00 payment per announcement through PayPal via

http://www.acraretail.org/store/c8/Advertising_Position_Announcements.html

OR

b. Sending a check of \$100 per announcement to:

Greg Clare (ACRA Treasurer)

431 Human Sciences (Mail)

Stillwater, OK 74078-6142

greg.clare@okstate.edu

(405) 744-4312 Office

(405) 744-6910 Fax

(405) 714-9407 Mobile

Note:

- We will need a couple of days to a week to verify payment and post your announcement on the ACRA website and send the email blast.
- All positions will be deleted from the website 6 months from the date of posting (unless otherwise specifically asked to keep the listing up till a certain date)