

Placing Recruitment Advertising

To assist University departments with all recruitment and advertising needs, Clemson is now partnered with Graystone Group Advertising.

Clemson selected Graystone based on their specialization in academic recruitment advertising and their experience working with over 450 academic institutions. They provide an easy to use process with fast turnaround that will save you time & money.

Every media source is available through Graystone including all discipline and/or trade journals in print and online as-well-as regional, national and local newspapers and any Internet site that might be required.

Graphic templates are in place for Clemson print ads that provide continuity and impact to help simplify the process.

All ad requests must be approved by Clemson Office of Human Resources (HR) and the Office of Access & Equity (A&E). To submit an advertisement, please follow the steps shown below:

For Staff Positions:

1. Submit a copy of your proposed advertisement as a word document to hrcrn@clemson.edu
2. Advertisements for staff positions must include: Job Title, How/Where to Apply, Closing Deadline and Clemson University's Affirmative Action/Equal Employment Opportunity employer Closing Statement.
3. If you do not include the minimum requirements, you must refer them to the entire posting description including minimum requirements on our website (<http://findjobs.clemson.edu>)

For Faculty/Unclassified Positions:

1. Submit the **Unclassified Position Vacancy Announcement**, and **Advertising Plan** forms along with a **copy of the proposed advertisement** to the Office of Access & Equity (aereq@clemson.edu). Original forms and ad must also be mailed to 110 Holtzendorff.
2. Advertisements for unclassified positions must include: Job Title, How/Where to Apply, Minimum Requirements, Closing Deadline and Clemson University's Affirmative Action/Equal Employment Opportunity employer Closing Statement.

HR and A&E will return the approved ad with notation and date of approval. Once received, submit the approved document to ads@graystoneadv.com Graystone will not process ads that do not have HR and A&E approval.

Submission to Graystone should include ad content and the media list (you can ask for media options as well). Quotes will be prepared and returned electronically for review and approval.

When approval is given Graystone will handle all the details with the media (including payment) and after the ads run the invoice will be sent to the person that made the request and everything will be consolidated to a single invoice.

- Costs will be the same as working directly with the media.
- No charge for design, consultation and editing.
- No charge for quotes or for ads not placed
- You only pay for ads approved for placement.

If you have specific questions regarding placement of the ad, contact:

Doug Geiling
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