

Advertising Checklist – Ferrum College

Complete and Submit with Position Authorization Form

Position: _____

Department: _____

Application Deadline: _____ OR _____ open until filled.

Completed and attached:

- 1. Position Authorization Form
- 2. Position Description
- 3. Copy of Advertisement Layout (email to dbernard@ferrum.edu)

Please check **ALL** advertising sources by which ad should be placed & **DATES** to advertise. Advertising information must be turned in to Human Resources **4 days prior to the particular publication's deadline** for submitting ad layouts. Please call HR for deadlines for specific publications.

Ferrum College Website: email contact in addition to HR: no yes: _____

Websites: _____

The Chronicle of Higher Education (please specify classified (line) or display ad & publication dates)

Professional Journals/Newsletters/Publications: _____

Newspapers: _____

College / University Placement Offices: The Human Resources department will fax or email a maximum of 4 job postings only. You must provide contact name, department if different from human resources, address, and fax number.

Other Sources of Advertising & Information: _____

Deadlines for widely used publications / newspapers: (add 4 days for HR deadlines)

Chronicle of Higher Education:	2pm 11 days prior to next issue date
Franklin News Post:	5pm Thu for Mon, 12pm Mon for Wed, 12pm Wed for Fri
Greensboro News & Record:	3:15pm Fri for Sun, 3:15pm preceding day for Mon-Sat
Martinsville Bulletin:	2pm Fri for Mon, 11am preceding day for Tues-Sun
NCAA News:	12pm Thu 11 days prior to next issue date
Raleigh News & Observer:	3:30pm Fri for Sun, 9:30am preceding day for Mon-Sat
Richmond Times Dispatch:	5pm Fri for Sun, 5pm preceding for Mon-Sat
Roanoke Times:	2pm Fri for Sun, 12pm preceding day for Mon-Sat
Smith Mountain Eagle	11am Mon for Wed
Virginian Pilot:	2pm Fri for Sun & Sat, 10am preceding day for Mon-Fri