Equal Opportunity Office
SEARCH COMMITTEE INFORMATION AND RECRUITMENT PLAN

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Coordinator of Marketing</th>
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<td>Department/Office:</td>
<td>College of Fine &amp; Performing Arts</td>
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SEARCH COMMITTEE INFORMATION: List all committee members by name. Include contact information for Committee Chair and Coordinator. Note: If members are added or removed from the committee during the search, please inform Human Resources and the Equal Opportunity Office of changes.

Chair: Asha Diaz  Phone: 1234 MS
Coordinator: Max McGinny  Phone: 1235 MS

Committee Members:

Name: Colby Johnson  Name: Daniel Steinberg
Name: Tamara Lewis  Name: Sophia Yang

II. RECRUITMENT PLAN:

At minimum, local outreach through the Bellingham Herald (or Skagit Valley Herald) will be necessary to demonstrate an acceptable level of equal opportunity outreach for all classified positions. At minimum, a statewide recruitment is designated for professional-level positions like Managers, etc. A national recruitment is designated for faculty positions and other higher-level positions, e.g. Directors, Vice Presidents, Deans, senior administrative officers, etc. Vice Presidents approve exceptions to the minimum recruitment area. Diversity outreach is also encouraged for all classifications of positions.

- [ ] Local (Whatcom, Skagit, Island, and Snohomish Counties)
- [ ] State (Washington)
- [x] Regional (WA, OR, ID, AK, & CA)
- [ ] National

III. RECRUITMENT EFFORTS: The Human Resources Employment Unit will post the job announcements to Western’s employment web page and can coordinate efforts with Bellingham Herald, Craigslist and the Seattle Times. Contact Employment (x3306) for assistance on all additional sites and publications. Please specify the newspapers, professional publications, individual contacts, organizations, etc. you will use to advertise and conduct proactive outreach efforts.

1) Call & email to leader of American Marketing Assoc.’s Diversity & Marketing special interest group
3) Call & email to chair of PRSA Puget Sound Chapt’s Diversity Committee
4) North Sound Veterans Facebook group
5) [www.disabledperson.com](http://www.disabledperson.com)
6) Calls to professional networks