

Procedure for Requesting the  
“Affirmative Action E-mail List” from HigherEdJobs.com

(Non-academic positions only)

After the Advertising/Recruitment Plan has been approved, send the following e-mail to NMU’s Customer Service Representative, Mr. Kevin Varner.

Email address: [kevinv@higheredjobs.com](mailto:kevinv@higheredjobs.com)

If you have not already received the posting for the position of \_\_\_\_\_ at Northern Michigan University, you will be receiving it shortly. Please send this posting to the Affirmative Action E-mail list and invoice me directly. I understand this service will cost \$75.00. Thank you.

Your Name

Address

Phone