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: keinv@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