

Web Appendix 1: Automatically Creating a Spreadsheet from APSA eJobs Listings with **muRL**

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March 7, 2011

The **muRL** package can scrape job listings posted on the American Political Science Association (APSA)'s website (called eJobs) and import them directly into a spreadsheet. This allows for easy integration into customized letters created by **muRL** or any other mail-merge protocol you choose.

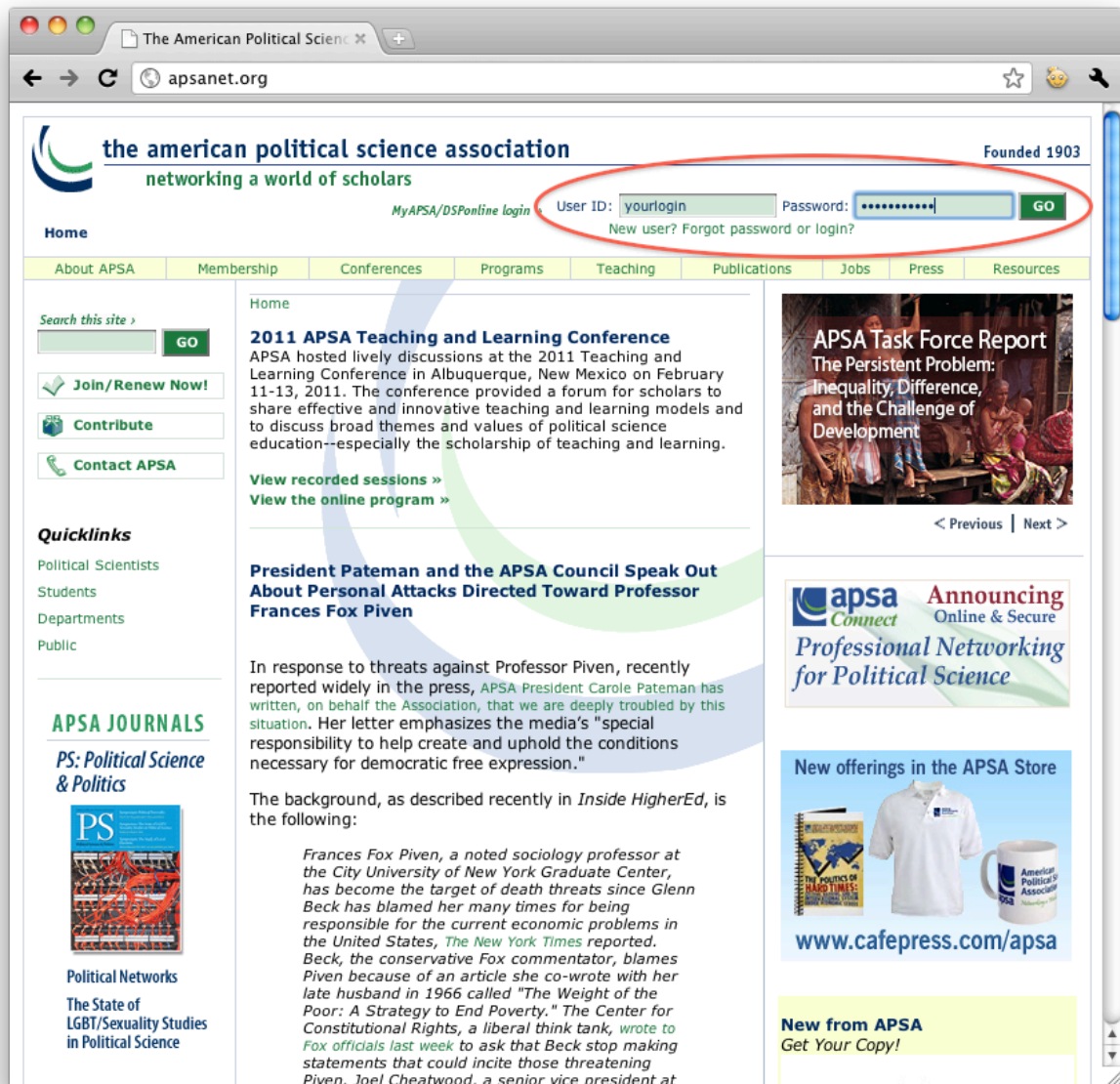
This document describes how to import eJobs from the APSA website. The process involves downloading the html files for the jobs to which you plan to apply, opening R, and running **apsahtml2csv**, a function in the **muRL** package.

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1 Downloading eJobs

1. Go to <http://www.apsanet.org> and login. You must be a member of APSA in order to access eJobs.



2. Go to the eJobs link and click on it.

The screenshot shows a web browser window with the URL <https://www.apsanet.org/myapsa/member.cfm>. The page is titled "APSA - American Political Science Association" and displays a member's profile for Boston University. The profile includes contact information, membership details (Member/Contact Number: 1400771, Member Type: Regular Member 4, Expires: 06/30/2011), and links to various resources. The "eJobs" link is circled in red.

View or update your profile info »
Change login or password »

Membership
Member/Contact Number: 1400771
Member Type: Regular Member 4
Expires: 06/30/2011
Join Organized Sections » [?]
Apply for Interdisciplinary Membership » [?]
Purchase JSTOR access » [?]
Purchase premium eJobs subscription » [?]

Organized Section Memberships
Expires 06/30/2011: Political Methodology »

Contribute
Make contributions »

Purchases
Recent purchases and receipts »

Discounts and Benefits
2010 Scholar Saver » (.pdf)
APSA member benefits »

APSA Journals Online
The American Political Science Review »
Perspectives on Politics »
PS: Political Science & Politics »

Member Directories
Political Science Faculty and Programs »
Individual Members »

News and Information
Task Force Report: *U.S. Standing in the World: Causes, Consequences, and the Future*
Monthly member newsletter »
Conferences in the profession »
Conference papers »

Network
Private community-wide discussion, resource sharing and networking in political science. Update your APSA Connect profile and find colleagues now!
Go to APSA Connect »

2011 APSA Annual Meeting
September 1-4, 2011 in Seattle, WA
General information »

Registration
Registration not available yet; check back soon

Call for Papers
View your proposal(s) »

2011 Teaching and Learning Conference
General information »

Registration
Registration for this year's conference is closed.

Call for Proposals
The call for papers deadline has passed. Please consider submitting a proposal for the next conference.

2010 Teaching and Learning Conference
Track summaries and conference papers »

eJobs
View current job listings and upload your CV »

3. At the eJobs interface, enter your search criteria. In the search below, we limit our search to assistant professor positions in Comparative Politics posted for all dates.

The screenshot shows a web browser window with the URL <https://www.apsanet.org/ejobs/startpage.cfm>. The page is titled "American Political Science Association [US]". On the left sidebar, there are three buttons: "Join/Renew Now!", "Contribute", and "Contact APSA". The main content area has a welcome message and a link to the "Frequently Asked Questions" page. Below this is a section titled "eJobs CV/Resume Database" with a button "Add your resume". The "Search for Job Listings" section contains the following search criteria:

- View jobs posted: all dates (dropdown menu)
- Or, View all new jobs from the last 2 days (link)
- Search includes: All eJobs listings (dropdown menu)
- Title of Position: Assistant Professor (dropdown menu)
- Deadlines: (dropdown menu) / (dropdown menu) / (dropdown menu) ☐ Open Until Filled
- Start Date: Any (dropdown menu)
- Subfield: Comparative Politics (dropdown menu)
- Area of specialization: (text input field)
 Choose from this list or enter your own.
- Salary Range: Any (dropdown menu)
- Type of Institution: Any (dropdown menu)
- Geographic Region: Any (dropdown menu)
- Criteria: (text input field)
 The above criteria is:
 Open Text (search any field) (dropdown menu)

A "Search" button is located at the bottom right of the search criteria section.

4. The search returns the following results. We click on the search results for Iona College.

APSA – American Political Science Association [US] <https://www.apsanet.org/ejobs/elisting/esearch-res...>

[GO](#)

[Join/Renew Now!](#)

[Contribute](#)

[Contact APSA](#)

If you have questions be sure to visit our [FAQ list](#).

[Start a New Search](#) | [Refine This Search](#)

These Listings Match Your Search Criteria:

(ID) Position Title and Institution	Date Posted	Salary Range	Subfields	Date Posted and Valid Through	Deadline
(17418) Assistant Professor University of Warwick	02/16/2011	Negotiable	Comparative Politics	02/16/2011 through 03/16/2011	03/11/2011
(17416) Assistant Professor Asian University for Women	02/16/2011	Competitive	International Relations , Comparative Politics	02/16/2011 through 03/16/2011	03/15/2011
(17405) Assistant Professor University of Utah	02/11/2011	Negotiable	International Relations , Comparative Politics	02/11/2011 through 03/11/2011	03/18/2011
(17393) Assistant Professor American University of Nigeria	02/10/2011	Negotiable	Comparative Politics , International Relations	02/10/2011 through 03/10/2011	
(17392) Assistant Professor William Paterson University	02/09/2011	Negotiable	Comparative Politics , International Relations	02/09/2011 through 04/09/2011	
(17376) Assistant Professor Iona College	02/03/2011	Negotiable	Public Policy , Comparative Politics	02/03/2011 through 03/03/2011	03/15/2011
(17360)	01/28/2011	Negotiable	Comparative	01/28/2011	

5. We decide that we would like to apply for the job at Iona College.

The screenshot shows a web browser window with the address bar displaying "American Political Science Association [US] https://www.apsanet.org/ejobs/elisting/elisting_vie...". The page content is organized into several sections with green headers:

- Complete Position Description**

We invite applications for a tenure track appointment starting at the rank of Assistant Professor in comparative public policy. We are particularly interested in scholars who focus on the environment, but other areas of specialization within the comparative context will be considered. Ph.D. preferred by start of appointment. We seek broadly trained teacher-scholars who can demonstrate a commitment to excellence in teaching and scholarship in the liberal arts environment of our department. Teaching responsibilities beyond the candidate's primary expertise will include public policy and public administration, introduction to political science, comparative politics, political science methods, and occasional teaching of senior seminars.

The department of Political Science and International Studies is a part of Iona College's School of Arts & Sciences. We provide majors in Political Science and International Studies and minor courses of studies in Political Science, International Studies, and Pre Law. The successful candidate will have the opportunity to participate in developing, and perhaps administering, interdisciplinary programs and experiential education programs.

Applications received by March 15th will be given priority consideration. Application materials should include CV, statement of teaching philosophy, candidate references, sample syllabi and a writing sample. Materials should be sent to:
Dr. Tricia Mulligan, Chair
Department of Political Science & International Studies
Iona College
715 North Avenue
New Rochelle, NY 10801
- Job Listing Duration**

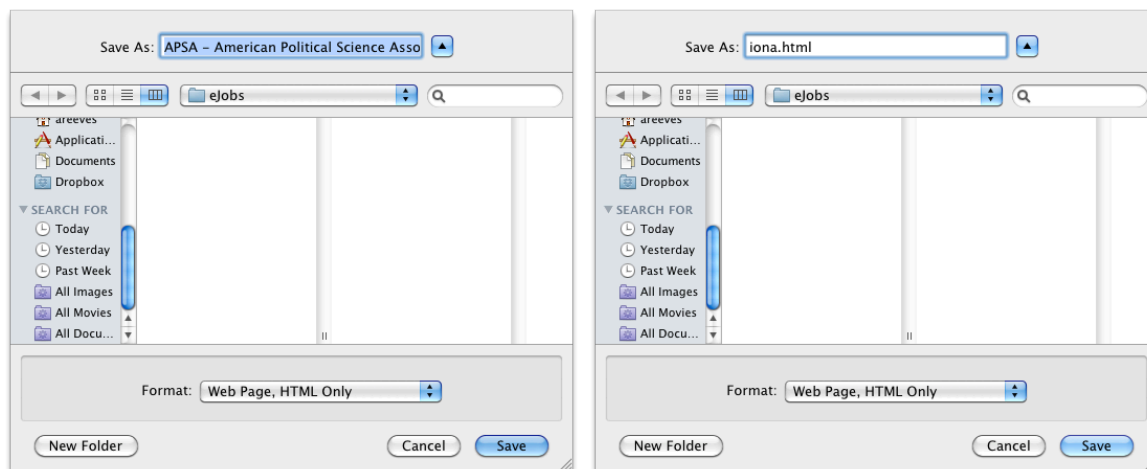
This eJobs ad will run until: March 3, 2011
- Subfields**

Primary: Public Policy
Cross1: Comparative Politics
- Areas of Specialization**

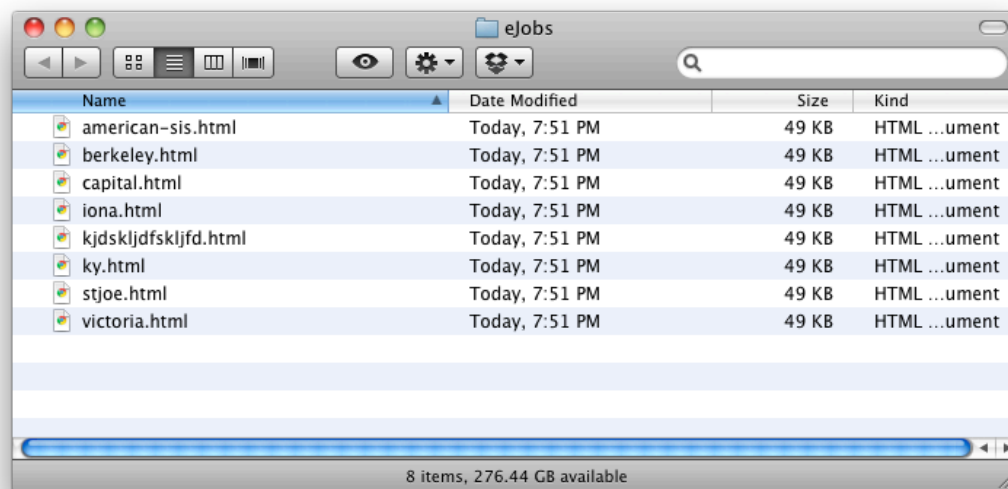
Area of specialization3: None
- Individual to Contact for this Job**

Institution Name: Iona College
Name of Department: Political Science
Name of Representative: Dr. Tricia D. Mulligan
Phone: 203-377-4558
E-Mail: TMulligan@iona.edu
Departmental Web Address: www.iona.edu/artsscience/departments/politicalscience

- Now save the Iona College job listing as an html file. From your web browser's menu bar, select "Save Page As" or "Save As", and save only the page's source html code into a directory. The file should be saved in a folder dedicated to all eJobs listings you wish to import to the jobs spreadsheet. You can name the file any unique name of their choosing. We recommend that you maintain the .html file extension for each file.¹



- Repeat the previous step until you have downloaded all of the eJobs that you would like to import into the spreadsheet. Below is the folder containing all of the eJobs for which we plan to apply. Again, note that you can specify any name, although the files should use a consistent file extension.



2 Importing eJobs into muRL

Once you have downloaded eJobs onto your local machine in a specified folder, you can then use muRL to scrape these html files and create a spreadsheet. Once you have loaded the muRL package in R, you can use the `apsahtml2csv` function to generate the spreadsheet. The function takes arguments for the location of the directory containing the saved eJobs html files, the extensions of those files (*e.g.* .html or .htm) and the

¹In `apsahtml2csv`, the function searches for .html and .htm files by default in the (user specified) jobs folder. See the help file for `apsahtml2csv` for further information.

name and location of the spreadsheet (saved in comma separated format) to be generated from the files in the eJobs directory.²

The following code details the procedure for generating a spreadsheet called `myjobs.csv`.

```
> library(muRL)
> apsahtml2csv(directory = "eJobs", file.name = "myjobs.csv", file.ext = ".html")
```

The `jobs.csv` file is a spreadsheet containing the details of each job position downloaded into the eJobs directory by the user. The fields include the APSA listing ID, date the job was posted, type of institution, title of the position, start date, salary, region, name of institution, contact person, address, phone, and description of the job. *Note that eJobs has no standard method of entering the contact person, so the user must make the appropriate adjustments.* For example, in the listing, the name of the contact person may appear as *Dr. Mary Smith*, *Mary Smith*, *Mary J. Smith*, *PhD*, or *Professor M. Smith*. We recommend creating additional fields of `title`, `fname`, `lname` and manually filling these fields based on the information in the `contact` field. If the user prefers other field names, `muRL`'s `read.murl` function should be used to process the spreadsheet.

3 Creating a Mail-merge

Once the eJobs spreadsheet has been created using `apsahtml2csv`, we use `muRL` to create a \TeX file. Again, we manually add the title (`title`), first name (`fname`), and last name (`lname`) fields based on the `contact` field scraped from eJobs. The following lines of code generate the \TeX file which can be compiled to create the typeset letters. They also report the name of the \TeX file and the current working directory:

```
> murljobs <- read.murl("myjobs.csv")
> write.murl(murljobs)
Data stored as file 'mailmerge.tex'.
The current working directory is /Users/JohnnyF/Desktop
```

Last, compile the \TeX file into a PDF or PS file of letters and mailing labels.

²See the full documentation's help file for `apsahtml2csv` for more information.