**Description**

[Summary of the position, School and/or College]

**Duties & Responsibilities**

* [Duty and Responsibility #1]
* [Duty and Responsibility #2]

[Additional remarks Optional]

**Required Competencies**

* [Required Competency #1]
* [Required Competency #2]

[Additional remarks Optional]

**Minimum Requirements**

* [Minimum Requirement #1]
* [Minimum Requirement #2]
* Successful completion of criminal history records check.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the US and to complete the required employment eligibility verification form upon hire.***[Add this line ONLY IF you do NOT have funds to support a visa processes for a candidate: This position does not support visa sponsorship for continued employment.]***

**Preferred Qualifications**

* [Preferred Qualification #1]
* [Preferred Qualification #2]
* [Preferred Qualification #3]

[Additional Remarks Optional]

**Minimum Hiring Salary/Position Classification**

[Starting Salary/Position Classification]

**Work Schedule and Start Date**

[Monday- Friday, 8am-4:30pm, MM/YYYY projected start date]

**Benefits**

Includes single or family health care coverage (premiums paid for by the university), basic life insurance, EAP, retirement plan, tuition waiver, annual and sick leave. Optional benefits available: supplemental life, dental, vision, flexible spending account, supplemental retirement plans.

**To Apply**

**For full consideration, all application materials must be fully submitted by 11:59PM on the closing date.**

**Additional Information**

To find out why living and working in Greater Grand Forks is way cooler, check out [Grand Forks is Cooler](http://www.grandforksiscooler.com/).

All information listed in this position announcement will be used by Human Resources, the Hiring Department, and EO/Title IX for screening, interviewing and selection purposes.

**Confidentiality of Application Materials**

Pursuant to NDCC 44-04-18.27, applications and any records related to the applications that identify an applicant are confidential, except records related to the finalists of the position, which are open to the public after the search committee has identified the top three finalists who will be invited to campus.

**EEO Statement**

The University of North Dakota is an Affirmative Action/Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or other protected characteristic. Women, minorities, veterans, individuals with disabilities, and members of other underrepresented groups are especially encouraged to apply. Applicants are invited to provide information regarding their gender, race and/or ethnicity, veteran’s status and disability status as part of the application process. This information will remain confidential and separate from your application.

**Veteran’s Preference**

Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 or NGB 22 and if claiming disabled status, a current letter of disability from the VA dated within the last 12 months.

**Clery Statement**

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of North Dakota publishes an Annual Security and Fire Safety Report. The report includes the university’s policies, procedures, and programs concerning safety and security, as well as three years’ of crime statistics for our campus. As a prospective employee, you are entitled to a copy of this report. The report and statistical data can be found online at UND.edu. You may also request a paper copy of the report from the UND Police Department located at 3851 Campus Road, Grand Forks, ND, 58202.