



# University of North Dakota

## Staff Position Announcement

Human Resources • Twamley Hall Room 313 • 264 Centennial Drive Stop 8010 • Grand Forks, ND 58202-8010 • 701-777-4361

[www.humanresources.und.edu](http://www.humanresources.und.edu)

[humanresources@mail.und.edu](mailto:humanresources@mail.und.edu)

**POSITION: Director, ND Higher Education Consortium for Substance Abuse Prevention, #10-071**

**APPLICATION DEADLINE: 9/25/2009 or until filled. (Applications received by 9/25/2009 will be given first consideration.)**

*Applications must include letter of application addressing the qualifications, resume, and names, title and contact information of 3 professional references.*

**COMPENSATION: \$ 55,000 plus/year**

UND determines employment eligibility through the E-Verify system. Upon successful completion of the initial probation period, an employee may be eligible for a salary adjustment. Comprehensive fringe benefit package that includes full health insurance coverage for single or family plans, retirement plan and much more is provided. A complete summary of benefits for staff employees may be seen at: <http://www.und.edu/dept/payroll/webforms/Summary-Staff.pdf>.

### DESCRIPTION OF POSITION:

The director will coordinate community-based substance abuse prevention efforts among North Dakota colleges and universities. Working through the NDHECASP, the director uses evidence-based research to lead the NDUS alcohol and drug abuse prevention effort. The mission of the NDHECASP is to reduce risk factors and increase protective factors to positively influence behavior related to substance abuse in North Dakota college students. The director also coordinates the survey of NDHE student alcohol and other substance usage behavior.

### REQUIRED QUALIFICATIONS:

- Master degree in Human Development or related field.
- Three years professional work related experience in Substance Abuse Prevention.
- Grant writing experience.
- Must have valid driver's license.
- Successful presentation skills.
- Supervisory experience needed.
- Working knowledge of conducting research and summarizing large data sets.
- Demonstrated ability to work with diverse agencies and groups.
- Three professional references needed.

### PREFERRED QUALIFICATIONS:

- PhD in Human Development or related field.
- Higher Education experience.
- Work with the legislative process.
- Knowledge of System and State Agencies providing prevention in ND.
- Demonstrated knowledge of Statewide Initiatives and environmental management approach to prevention strategies and practices.
- Knowledge of SPSS.

Please complete UND Application/Control Card form found online at [www.humanresources.und.edu](http://www.humanresources.und.edu). Send with letter of application and resume, referencing position name and number, to Human Resources, University of North Dakota, Twamley Hall Room 313, 264 Centennial Drive Stop 8010, Grand Forks, ND, 58202-8010. If claiming Veteran's Preference, a DD Form 214 must be attached. If claiming Disabled Veteran's Preference, a DD Form 214 and a copy of VA statement dated within past year must be attached. All applications must be received or postmarked by the deadline date and have complete name and current mailing address.

The University of North Dakota is an equal opportunity and affirmative action employer, and subscribes to the laws and regulations prohibiting discrimination based on race, religion, color, national origin, sex, disability, age, Vietnam era/disabled veteran status, or any other proscribed category. Inquiries or complaints regarding equal employment or educational opportunities, or the affirmative action program should be directed to the Affirmative Action Office, Twamley Hall Room 101, 264 Centennial Drive Stop 7097, Grand Forks, ND, 58202-7097.