

North Dakota State University

Policy Manual

SECTION 201

RECRUITMENT FOR BROADBANDED STAFF POSITIONS (Banded 4000-7000 Positions)

SOURCE: NDSU President

1. Recruitment Areas

The recruitment area for staff positions (4000-7000 bands) is local which means the Fargo-Moorhead community and surrounding counties. Several of the recruitment methods do, however, reach a state-wide audience in both North Dakota and Minnesota.

2. Recruitment Methods

2.1 Recruitment for staff positions (4000-7000 bands) is conducted by the Office of Human Resources/Payroll in conjunction with the employing department. All such positions are listed with various agencies including some of those listed below:

2.1.1 Job Service of North Dakota and Minnesota.

2.1.2 The State of North Dakota Human Resources Management Services Office

2.1.3 Local groups and agencies including the Fargo YWCA, New Horizons Manor, Southeast Human Service Center, VA Regional Center and Native American Programs.

2.2 Listings of current openings (updated daily) are available on the INTERNET at <http://www.ndsu.edu/jobs>.

All recruitment information should include one of the following statements:

- NDSU does not discriminate in its programs and activities on the basis of age, color, gender expression/identity, genetic information, marital status, national origin, participation in lawful off-campus activity, physical or mental disability, pregnancy, public assistance status, race, religion, sex, sexual orientation, spousal relationship to current employee, or veteran status, as applicable. Direct inquiries to: Dr. Canan Bilen-Green, Vice Provost, Title IX/ADA Coordinator, Old Main 201, NDSU Main Campus, Fargo, ND, 58108, 701-231-7708, ndsu.eoaa@ndsu.edu.
- NDSU is an EEO/AA-M/F/Vet/Disability Employer.

The following additional language may be added to either option above:

- Women & traditionally underrepresented groups are encouraged to apply.
-

HISTORY:

New	July 1990
Amended	April 1996
Amended	April 1997
Amended	December 1999
Amended	December 27, 2010
Housekeeping	December 12, 2011
Housekeeping	December 6, 2012
Amended	December 10, 2014
Housekeeping	May 21, 2020