

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:

- North Dakota State University is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability or veteran status; or
- 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:

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|---------|---------------|
| New | July 1990 |
| Amended | April 1996 |
| Amended | April 1997 |
| Amended | December 1999 |

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| Amended | December 27, 2010 |
| Housekeeping | December 12, 2011 |
| Housekeeping | December 6, 2012 |
| Amended | December 10, 2014 |