Advertising Information for Open Positions

Questions about this form? Please call 701-231-8961

General Guidelines

• For 1000, 3000 - 7000 bands, HR will create a draft ad for department approval and send it to the appropriate local, regional, national newspapers identified by the department.
• For anything in the 2000 band, departments are responsible for creating & placing their own newspapers ads. Copies of all advertisements must be submitted to the appropriate recruiter.
• For all positions - departments create/submit their advertisements to any professional journals and listservs.
• For 1000, 3000 - 7000 you bands must list locations where the position is to be advertised on the Request to Recruit in PeopleAdmin.

All Recruitment Information Must Include One of the following Statements for Equal Opportunity/Affirmative Actions purposes:

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.

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

Women & traditionally underrepresented groups are encouraged to apply.

North Dakota Veteran's Preference Law

As of August 1, 2011, under the ND Veterans’ Preference laws, we are required to note in our job postings and recruitment information that the position is exempt from Vet Preference.

• Contact your recruiter with questions related to ND Veteran's Preference Law.

Advertising Methods and Locations

1000, 3000, 4000, 5000, 6000, and 7000 Bands

Common Local/Regional Newspapers

• These include: Fargo Forum*, Grand Forks Herald, Bismarck Tribune, Minot Daily News, and Williston Herald.
• Smaller newspapers are also available, however, departments must be aware that not all papers are published daily or on Sundays. For example, some papers are only published on Wednesday’s. Also each paper has its own deadline.
• If a department wants an ad to be placed on the Career Showcase Page (front page help wanted section) of the Sunday Fargo Forum, please note that there is a significant price increase and the space needs to be reserved at least 2 weeks in advance

*Advertising with The Fargo Forum automatically adds a $40 charge for JobsHQ online posting.

Websites

• All positions are eligible to be advertised on HigherEdJobs.com and North Dakota Job Service. Various other sites “scrape” or capture our postings and place them on their sites (i.e. Indeed.com).

0000 & 3000 bands:

• Greater Fargo Moorhead Economic Development Corporation (GFMEDC; aka Career Fargo*), St. Cloud State, North Dakota Department of Commerce*, Colorado Mesa State University

2000 Band:

• Career Fargo*, St. Cloud State, North Dakota Department of Commerce, Mesa University
• North Dakota Department of Commerce website*
• Educationaljobopenings.com
• Faculty for the Future website (also for tenure track positions)
• Emailed to the FORWARD listserv
• Southern Region Education Board

4000 & 7000 Bands:

• Minnesota State Community and Technical College (for those requiring an Associate’s Degree or lower)

*NOTE: North Dakota Department of Commerce and GFMEDC websites are only for positions with an annual salary of $30,000 or more. GFMEDC also requires position to be located in Fargo.
**Job Postings E-Mailed To:**

**0000, 1000, 2000, 3000 Bands:**
- Cultural Diversity Resources
- Fargo VA reps
- NDSU Career Center

**4000, 5000, 6000, 7000 Bands:**
- Cultural Diversity Resources
- Fargo VA reps

**Weekly Job Posting Bulletin**

**3000 - 7000 Bands**
- E-mailed to 43 tri-state university and college career centers, Vocational Rehab type businesses, 3 Fargo VA reps, 1 MN VA rep and reduced-in-force employees.