

## SECTION 103.1

### RECRUITMENT FOR EXECUTIVE/ADMINISTRATIVE/MANAGERIAL/ACADEMIC STAFF AND OTHER NON-BANDED POSITIONS (0000, 1000 and 2000 positions)

SOURCE: NDSU President

#### 1. Recruitment Areas

- 1.1 Generally, all full-time executive/administrative/managerial, academic staff and other non-banded positions require a national search. Based on the source of funding, salary ranges, and local availability, however, some of these positions require only a regional search (a wider search is always an option, if the hiring official wishes). EXCEPTIONS to the national search requirement for these types of positions include:
  - 1.1.1 **2000 level:** lecturer, assistant coach, assistant experiment station specialist, Extension district directors, Extension area specialists, and Extension field staff.
- 1.2 Regular, part-time payroll positions (without regard to the funding source) require only a local search.

#### 2. Recruitment Methods

- 2.1 Recruitment is a critical function for an effective equal opportunity program in order to ensure applicant pools are open to a wide range of qualified applicants. With this objective in mind, some potentially fruitful recruitment channels include:
  - 2.1.1 Advertisements in appropriate professional journals and job registries.
  - 2.1.2 Regional or national meetings of professional organizations and associations; caucuses associated with professional groups are especially helpful in diversifying applicant pools.
  - 2.1.3 College/University academic departments and placement offices, especially at institutions.
  - 2.1.4 Industries, government, independent research institutions, etc.

Recruitment (placement of advertisements, position announcement mailings, etc.) for administrative and academic positions is the responsibility of the hiring department. Once the Request to Recruit is approved and posted online, it also is posted by Job Service North Dakota. A notice for staff positions requiring a minimum qualification of a bachelor's degree may be sent to the NDSU Career and Advising Center for their listing.

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: Vice Provost, Title IX/ADA Coordinator, Old Main 201, 701-231-7708, [ndsu.eoaa@ndsu.edu](mailto:ndsu.eoaa@ndsu.edu).

- NDSU is an equal opportunity educator and employer. Visit [ndsu.edu/equity](https://ndsu.edu/equity) or call 701-231-7708 for more information.
- All qualified applicants are encouraged to apply.

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HISTORY:

New	July 1990
Amended	April 1992
Amended	March 2001
Amended	October 2007
Housekeeping	May 2010
Amended	December 27, 2010
Amended	December 10, 2014
Housekeeping	March 16, 2017
Amended	September 25, 2025 (Interim)
Amended	November 17, 2025