Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***HR Use Only***  
Position #: \_\_\_\_\_\_ Job Code: \_\_\_\_\_\_\_\_\_\_

Term (mos): \_\_\_\_\_\_\_\_\_\_\_\_ FTE (%) \_\_\_\_\_\_\_\_\_\_\_

Position Budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Expected Salary Range: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Departments may recruit up to the current position budget.* Estimated Benefits: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Reason for Vacancy:** New Position Replacement (Name of Person Replaced): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* *Provide the most recent position description digitally along with a brief job positing.*

Contract Dates: Start Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Faculty |  | Staff |  | Adjunct |
|  |  |  |  |  |  |
|  | Full-time |  | Part-time |  | Interim |
|  |  |  |  |  |  |
|  | Benefited |  | Non-benefited | | |

**Type of Appointment:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Fund** |  | **Dept** |  | **Program** |  | **Project** |  | **%** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

Other expenses (moving, house-hunting, immigration, etc): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Special Instructions: i.e. grant dollar terms  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Department Director |  | Date |
| Campus Dean |  | Date |
| Director of Business Affairs |  | Date |

Sample Job Posting:

#### TITLE:

**STATUS:** i.e. Full-time, benefited

**JOB DESCRIPTION**: (short for posting)

**QUALIFICATIONS REQUIRED**:

**QUALIFICATIONS PREFERRED**:

**ADDITIONAL REQUIREMENTS:**

**SALARY**: (if you’d like it disclosed)

**CLOSING DATE**: Screening will begin **DATE**, or until a qualified candidate is hired.

**APPLICATION PROCEDURES**: Submit DCB employment application, a resume/vitae, transcripts, and the names and telephone numbers of three professional references to:

Sandy Hageness  
DCB Biology Instructor Search  
Email: [dcbhuman.resources@dakotacollege.edu](mailto:dcbhuman.resources@dakotacollege.edu)

**Equal Opportunity and Non-Discrimination Statement:** Dakota College at Bottineau (DCB) is committed to the principle of equal opportunity in education and employment. DCB does not discriminate on the basis of race, color, national origin, religion, sex, age, disability, sexual orientation, gender identity and expression, genetic information (GINA), marital or parental status, veteran’s status, citizenship status, public assistance status, participation in lawful off-campus activity, spousal relationship to current employee, or other protected status under federal, state, or local law. DCB complies with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including complying with the Civil Rights Act, the Americans with Disabilities Act, the Rehabilitation Act of 1973, and Title IX of the Education Amendments of 1972. This policy applies to admissions, enrollment, scholarships, loan programs, participation in University activities, employment, and access to participation in, and treatment in all University programs and activities.

For more information, or for accommodations contact: [dcbhuman.resources@dakotacollege.edu](mailto:dcbhuman.resources@dakotacollege.edu). For Relay Services: [Relay North Dakota](http://www.relaynorthdakota.com/)

**ND Veteran's Preference:**North Dakota Veterans claiming preference must submit all proof of eligibility by the closing date. Proof of eligibility includes a DD-214 or NGB 22 and if claiming disabled status, a current letter of disability from the VA dated within the last 12 months.

**Confidentiality of Application Materials**

Pursuant to NDCC 44-04-18.27, applications and any records related to the applications that identify an applicant are confidential, except records related to the finalists of the position, which are open to the public after the search committee has identified the top three finalists who will be invited to campus.

Dakota College at Bottineau is an equal opportunity institution.  
**Applicants must be eligible to work in the U.S.  Dakota College at Bottineau does not provide sponsorships.**

Sample Position Description



**POSITION DESCRIPTION**

**North Dakota University System Dakota College at Bottineau**

**PART A - Identification, Duties/Responsibilities, and Task Inventory**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Name of Employee:**   **1a. Position #:** | | | **2. Social Security #:** | |
| **3. Sub Band Title:**  **3a. Job Family #:** | | | 1. **Functional Title:** | |
| **5. Please check all that apply:** | | | | |
|  | **Full Time** | |  | **Part Time** |
|  | **9 month position** | |  | **10 month position** |
|  | **11 month position** | |  | **12 month position** |
|  | **Other** | | | |
| **HR Use only** | | | | |
|  | **Exempt *(If exempt, documentation required)*** | |  |  |
| **6. Institution: Dakota College at Bottineau** | | **7. Division:** | | |
| **8. Department: Academic Support/Library** | | **9. Unit:** | | |
| **10. Work Mailing Address: 105 Simrall BLVD**  **Bottineau, ND 58318** | | | **11. Work Phone #: 701-228-** | |
| **12. Name & Title of Supervisor:** | | | | |
| **13. What is the function of your department?** | | | | |

**Part A - 15. Duties/Responsibilities**

Provide a general statement of each major duty or responsibility.

1. List the task(s) involved in accomplishing each major duty/responsibility.
2. Indicate the percent of time that is spent on each major duty or responsibility. Estimate percentages over the course of the year. (The incumbent could keep a record of the time spent performing each duty of a course of time.)
3. Begin each statement with a verb that exemplifies the action taken in performing the assignment.
4. **Indicate Essential/Secondary.** The following questions should be taken into consideration in the determination:

-Is the duty/responsibility the reason the job exists?

-Is this a highly specialized task or one that requires special education, training licensure?

**If the answer is yes, the duty is essential.**

-What is the percentage of time spent on the function?

**If the answer indicates a great % of time, the duty is probably essential.**

-What are the consequences to others or to the institution of the failure to perform the function?

**If the answer indicates a high level of accountability, the duty is essential.**

NOTE: See examples and additional instructions attached.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Duty/Responsibility No:** | | | | 1 | **Statement of duty/responsibility:** |
| **Percent of Time:** | | | |  |
| **For ADA compliance, see instructions.**  **Responsibility is: (Please check one)** | | | | |
|  | **Essential** |  | **Secondary** | |
| **Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)** | | | | | |
| **Duty/Responsibility No:** | | | | 2 | **Statement of duty/responsibility:** |
| **Percent of Time:** | | | |  |
| **For ADA compliance, see instructions.**  **Responsibility is: (Please check one)** | | | | |
|  | **Essential** |  | **Secondary** | |
| **Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)** | | | | | |
| **Duty/Responsibility No:** | | | | 3 | **Statement of duty/responsibility:** |
| **Percent of Time:** | | | |  |
| **For ADA compliance, see instructions.**  **Responsibility is: (Please check one)** | | | | |
|  | **Essential** |  | **Secondary** | |
| **Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)** | | | | | |
| **Duty/Responsibility No:** | | | | 4 | **Statement of duty/responsibility:** |
| **Percent of Time:** | | | |  |
| **For ADA compliance, see instructions.**  **Responsibility is: (Please check one)** | | | | |
|  | **Essential** |  | **Secondary** | |
| **Tasks involved in fulfilling above duty/responsibility (include description of physical demands for individual task)** | | | | | |

**PART B**

**Working Environment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. EDUCATION/KNOWLEDGE REQUIREMENT - Minimum education required to perform adequately in position could reasonably be attained only by completing the following (If you were to recruit today, what qualifications would you require?):** | | | | |
| **REQUIRED EDUCATION/TRAINING**  **(choose one)** | | | | **DEGREE INFORMATION:**  **Type of degree: (B.S., M.A., etc..)** |
|  | **less than high school diploma** | | |
|  | **High school diploma or GED.** | | | **Major field of study or degree emphasis: (accounting, economics, etc...)** |
|  | **1 year college** |  | **2 years college** |
|  | **3 years college** |  | **4 years college** |
|  | **1st year graduate level** | | | **Specialized subject knowledge: (cost accounting, MACRO economics, etc.)** |
|  | **2nd year graduate level** | | |
|  |  | | |
| **Required Work Experience in Addition to Formal Education/Training:** | | | | |
| **Required Supervisory Experience:** | | | | |
| **2. LICENSE/**  **CERTIFICATION** | | **Identify licenses/certification required:** | | |
| **3. SPECIFIC SKILLS OR EQUIPMENT REQUIRED** | |  | | |

|  |  |  |
| --- | --- | --- |
| **4. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING PERSONS/POSITIONS** | | |
| **Position #** | **Title of Person Supervised** | **FTE %** |
|  | **Student Workers** |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **TOTAL** | |  |

|  |  |
| --- | --- |
| **5. INDIRECT SUPERVISION** | |
| **Total number of positions indirectly supervised:** |  |
| **Total number of students or other non-banded staff employees indirectly supervised:** |  |

|  |  |
| --- | --- |
| **6. HAZARDOUS WORKING CONDITIONS** | **Unusual or hazardous working conditions related to performance of duties:** |
| **Precautionary measures taken to avoid those unusual or hazardous working conditions:** |
| **Frequency of occurrence of unusual or hazardous working conditions:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **7. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities** | | | | |
| **Employee is required , with or without accommodation, to:** | **Never** | **1-33%**  **Occasionally** | **34-66%**  **Frequently** | **66-100%**  **Continuously** |
| **Stand** |  |  |  |  |
| **Walk** |  |  |  |  |
| **Sit** |  |  |  |  |
| **Use hands dexterously (use fingers to handle, feel)** |  |  |  |  |
| **Reach with hands and arms** |  |  |  |  |
| **Climb or balance** |  |  |  |  |
| **Stoop/kneel/crouch or crawl** |  |  |  |  |
| See |  |  |  |  |
| **Talk or hear** |  |  |  |  |
| **Taste or smell** |  |  |  |  |
| **Lift & carry: up to 10 pounds** |  |  |  |  |
| **up to 25 pounds** |  |  |  |  |
| **up to 50 pounds** |  |  |  |  |
| **up to 75 pounds** |  |  |  |  |
| **up to 100 pounds** |  |  |  |  |
| **more than 100 pounds** |  |  |  |  |

|  |
| --- |
| **This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Employee's Signature Date**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Supervisor's Signature Date** |