

# Recruiting For an Open Position

When an open position is recognized at DCB the following, please use the following steps:

\_\_\_\_\_ Complete the Recruitment Authorization form found on our website under Forms.

Attach job posting for advertisement

Attach Position Description

Obtain all signatures

Submit to HR to post

\_\_\_\_\_ HR will post the position through Recruiting Solutions (RS)

Note: All postings will be on DCB website, NDUS Job Board and scratched onto sites like Higher Ed Jobs, ND Jobs, Indeed, Glassdoor. Additional advertising is available from the department budget by request.

\_\_\_\_\_ Applications received will be routed to the hiring manager. Hiring managers are one of the Associate Deans. Routing is available to Search Committee members by request.

\_\_\_\_\_ RS post will close upon selected date. Interview process begins.

# DAKOTA COLLEGE AT BOTTINEAU

## Recruitment Authorization

**HR Use Only**                      RS # \_\_\_\_\_

Date Posted: \_\_\_\_\_ thru \_\_\_\_\_

Position #: \_\_\_\_\_              Job Code: \_\_\_\_\_

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

Term (mos): \_\_\_\_\_ FTE (%) \_\_\_\_\_ Position Budget: \$ \_\_\_\_\_

Expected Salary Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_ Estimated Benefits: \$ \_\_\_\_\_

*Departments may recruit up to the current position budget.*

**Reason for Vacancy:**

New Position     Replacement (Name of Person Replaced): \_\_\_\_\_

- Please provide the most recent position description digitally along with a brief job posting.

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

**Type of Appointment:**

Faculty     Staff     Adjunct

Full-time     Part-time     Interim

Benefited     Non-benefited

<u>Fund</u>	<u>Dept</u>	<u>Program</u>	<u>Project</u>	<u>%</u>

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

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

Please place additional advertisements: \_\_\_\_\_

Department Director	Date
Campus Dean	Date
Controller	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

Search Committee

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](#)

**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.**