

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

Department: _____ Position Title: _____

Term (mos): _____ FTE (%) _____

Position Budget: \$ _____

Expected Salary Range: \$ _____ to \$ _____

Departments may recruit up to the current position budget.

Estimated Benefits: \$ _____

HR Use Only

Position #: _____ Job Code: _____

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 _____

Type of Appointment:

☐ Faculty ☐ Staff ☐ Adjunct

☐ Full-time ☐ Part-time ☐ Interim

☐ Benefited ☐ Non-benefited

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

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. 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.

**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 #:		4. Functional Title:	
5. Please check all that apply:			
<input type="checkbox"/>	Full Time	<input type="checkbox"/>	Part Time
<input type="checkbox"/>	9 month position	<input type="checkbox"/>	10 month position
<input type="checkbox"/>	11 month position	<input type="checkbox"/>	12 month position
<input type="checkbox"/>	Other		
HR Use only			
<input type="checkbox"/>	Exempt (If exempt, documentation required)	<input type="checkbox"/>	
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.

- < List the task(s) involved in accomplishing each major duty/responsibility.
- < 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.)
- < Begin each statement with a verb that exemplifies the action taken in performing the assignment.
- < **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 Aessential.

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

If the answer indicates a great % of time, the duty is probably Aessential.

-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 Aessential.

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		
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		

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			Major field of study or degree emphasis: (accounting, economics, etc...)	
	High school diploma or GED.				
	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				
<u>Employee is required , with or without accommodation, to:</u>	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**