



University of North Dakota

# NORTH DAKOTA JOB SERVICE POSTING FORM FOR FACULTY AND ACADEMIC STAFF

For faculty and academic staff positions that may result in a foreign national being hired, the Affirmative Action Office (AAO) recommends posting the recruitment information on North Dakota Job Service's website. Posting with Job Service assists with the alien employment certification process and with the University's obligations under the U.S. Military Veteran's Federal Contractor Job Listing Program. Attach the completed form to the Request to Recruit and the AAO will submit the information to Job Service after final approval.

DEPARTMENT	PHYSICAL WORK LOCATION (Building)	JOB DURATION <input type="checkbox"/> 4-150 Days <input type="checkbox"/> Over 150 Days
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JOB TITLE	TYPE OF JOB <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
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DATE TO POST	* LAST DAY TO POST	NUMBER OF POSITIONS OPEN	JOB AVAILABILITY <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tues <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri
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JOB DESCRIPTION  See Attached

SPECIAL SOFTWARE/HARDWARE SKILLS NEEDED	OTHER SKILLS REQUIRED (e.g. degrees, certification, software, etc.)
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YEARS OF EDUCATION REQUIRED <input type="checkbox"/> Masters <input type="checkbox"/> Doctorate <input type="checkbox"/> Specialized Degree, e.g. MD <input type="checkbox"/> Assoc. Degree or License or Certification or Credential <input type="checkbox"/> Bachelors Degree or Equivalent	<b>MONTHS OF EXPERIENCE (Mandatory)</b>
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BENEFITS <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Holidays <input type="checkbox"/> Medical <input type="checkbox"/> Flexible Benefit Account <input type="checkbox"/> Relocation Assistance <input type="checkbox"/> Extended (family) Sick Leave <input type="checkbox"/> Sick Leave <input type="checkbox"/> Retirement <input type="checkbox"/> Other
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COMPENSATION	Minimum \$	Maximum \$	<input type="checkbox"/> Salary depends on experience
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JOB APPLICATION METHODS ACCEPTED  
 Mail  E-mail  Fax #: \_\_\_\_\_  Other: specify \_\_\_\_\_

SPECIAL INSTRUCTIONS ON HOW TO APPLY AND WHAT TO INCLUDE  See Attached

OTHER INFORMATION/COMMENTS

SUBMITTED BY: \_\_\_\_\_ PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_  
Dean/Approving Official Signature Required Date

\* Minimum of 30 days recruiting time