**UNIVERSITY OF NORTH DAKOTA SCHOOL OF MEDICINE AND HEALTH SCIENCES, [Position Title], [Department Name], Position #[XXXXXX]**

**Compensation and Appointment**

**Position:**

**Remuneration/Salary:**

**Benefits**: Includes single or family health care coverage (premiums paid for by the university), basic life insurance, EAP, retirement plan, and tuition waiver.  Optional benefits available: supplemental life, dental, vision, flexible spending account, supplemental retirement plans.

**Job Summary and Responsibilities**

**Minimum Requirements:**

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* Successful completion of a criminal history records check

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the US and to complete the required employment eligibility verification form upon hire

**Preferred Requirements:**

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**To Apply: [e.g. Review of applications will begin on [Date]. Position is open until filled. Applications must include the following materials: …]**

**OR**

**[For full consideration, all application materials must be fully submitted by 5PM on the closing date**.]

**[Optional UND description and Geographic descriptions are welcome: e.g. “**The University of North Dakota (UND) is a public research University established as a Land Grant University in 1883. Founded with a strong liberal arts foundation, UND has grown into a prominent scientific research university, classified by the Carnegie Foundation as having high research activity. UND was recently ranked among the top 100 public and top 25 most innovative universities in the country by U.S. News and World Report, and is widely regarded as among the top universities in the American Northern Plains region. Currently, the University boasts 200+ fields of study with nearly 15,000 students.

UND is located in Grand Forks, North Dakota, a vibrant college town of over 50,000 people located on the border of North Dakota and Minnesota. Grand Forks boasts high-quality medical facilities, a very low crime rate, many fine restaurants, acclaimed public and private schools, and annual events throughout the year. Ranked as one of the top 5 Best Small College Towns, and America’s Best Hockey Town, Grand Forks offers stellar quality of life without the metropolitan hassles.”**]**

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**Too find out why living and working in Greater Grand Forks is way cooler, check out** [**www.GrandForksisCooler.com**](http://www.GrandForksisCooler.com)

All information listed in this position announcement will be used by Human Resources, the Hiring Department, and EO/Title IX for screening, interviewing and selection purposes.

**Confidentiality of Application Materials**
Note: 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.***EEO Statement***UND is an Equal Opportunity/Affirmative Action employer.  All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.  Women, minorities, veterans, and individuals with disabilities are encouraged to apply. Applicants will be invited to provide information regarding their gender, race and/or ethnicity, veteran’s status and disability status during the application process.  This information will remain confidential and separate from your application.

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

**Clery Statement**
In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the University of North Dakota publishes an Annual Security and Fire Safety Report.  The report includes the university’s policies, procedures, and programs concerning safety and security, as well as three years of crime statistics for our campus.  As a prospective employee, you are entitled to a copy of this report.  The report and statistical data can be found online at UND.edu.  You may also request a paper copy of the report from the UND Police Department located at 3851 Campus Road, Grand Forks, ND 58202.