North Dakota University System Office
SBHE Assistant and Policy Analyst

**Location:** Bismarck, North Dakota  
**Salary:** Commensurate with qualifications  
**Closing Date:** Applications received by 1/14/13 will receive first consideration  
**Status:** Full-Time; Exempt from FLSA; Non-Broadband position  
**Type of Recruitment:** Internal/External

**Minimum Qualifications**
- A juris doctor degree and record of successful academic and extracurricular activities or a bachelor’s degree with three years of directly related work experience  
- Documented experience in policy research and analysis  
- Proven written and oral communication skills  
- Demonstrated organizational skills  
- Working knowledge of the Microsoft Office Suite programs  
- Ability to establish and maintain effective and harmonious working relationships  
- Demonstrated ability to exercise good judgment and professionalism

**Preferred Qualifications**
- Experience in working with an executive-level body  
- Understanding of state open meetings and open record laws

**Application Procedure**
- Submit a resume, a 1.) cover letter that **addresses each of the position qualifications;** 2.) three references; and, 3.) salary history to Kirsten Franzen, 600 E Blvd, Dept 215, Bismarck, ND 58505-0230 or by email to kirsten.franzen@ndus.edu on or before January 14, 2013.  
- Applicants who are residents of ND and eligible to claim veteran’s preference must include Form DD214 with the application for employment; claims for disabled veteran’s preference must include Form DD214 and a letter less than one year old from the Department of Veterans’ Affairs indicating disability; claims for preference as the eligible spouse of a disabled or deceased veteran must include Form DD214, a marriage certificate and a letter less than one year old from the Department of Veterans’ Affairs indicating disability, or the veteran’s death certificate.  
- Due to access to restricted information, the successful candidate will be required to complete a satisfactory criminal background check.

For more information, assistance or accommodation contact: Laura Glatt, Vice Chancellor.  
**Employing Unit:** North Dakota University System, (701) 328-4116.
Summary of Work

- Provide staff assistance to SBHE including: arrange meeting logistics; prepare draft meeting agendas; assemble and organize meeting materials; prepare select meeting materials; take and prepare official minutes; and distribute materials consistent with state’s open meetings and open records laws.
- Draft SBHE policies and NDUS procedures for review by NDUS General Counsel. Maintain, organize and distribute policies and procedures when finalized.
- Conduct research and policy analysis on a variety of subjects as directed by the Chancellor and Vice Chancellors.
- Assist in development of NDUS priorities and initiatives.
- Other duties as assigned.

More detailed position description available at: www.ndus.edu

Benefits

The North Dakota University System offers challenging work opportunities, a full range of employee benefits including a comprehensive health plan, paid leave, and a retirement plan. For more information, see www.ndus.edu

Equal Opportunity Employer

The employing agency does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.

As an employer, the State of North Dakota prohibits smoking in all places of state employment in accordance with N.D.C.C. § 23-12-10.