**Remote Availability: Yes/No**

**Length of Position:**

**Salary Range:**

**Will this position support visa sponsorship for continued employment: Yes/No**

**Search Committee Members:**

**Recruiting Title: Rank, Department/Discipline, *Tenure-Track/Non-Tenure Track***

**Advertising Summary:**

### Purpose of Position

**Duties & Responsibilities**

**Required Competencies**

**Minimum Requirements**

* Successful completion of criminal history background 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 Qualifications**

**To Apply**

For full consideration, applications must be received by **[DATE (must be at least two weeks from posting date)]** and include the following materials:

* Unofficial transcripts. Please note that the selected candidate will be required to submit official transcripts upon hire.

Position is open until filled.

*[Delete if not needed]* Questions can be directed to the Department Chair, (Chair Name) at (chair email @und.edu).

**EXAMPLES OF LANGUAGE:**

**ADVERTISING SUMMARY:**

The Department of Department Name is seeking to hire a 9/12-month RANK/TITLE to teach undergraduate and graduate courses and contribute to the mission of the department and the university through service activities.

**PURPOSE OF POSITION:**

The department of Department Name at the University of North Dakota is seeking a TITLE in Specialty/Area (*optional*). This is a 9/12-month, tenure/non-tenure track position contingent on availability of funding.

(*Optional Departmental Information)* The Department Name Department is housed in the College/School/Program of Name and currently offers a Degrees Offered (*optional*).

OR (Post Doc):

The Department of Department Name is seeking a 12-month, post-doctoral research fellow to conduct research *(ex.* on the development and testing of widgets). The initial appointment will be for one year and is full-time and benefitted, with potential for renewal for a second year, pending annual review of performance and continued availability of funding.

(*Optional Departmental Information)* The Department of Department Name in Building Name at UND is well equipped for ongoing research performed by individual faculty and is funded by external funding from the Agency Name and other agencies. Name of Building houses Number of laboratories and classrooms, over Number of faculty and student offices including space for modern teaching and research facilities. The lab has access to several computing resources including at UND Computational Research Center.

OR (Post Doc):

The University of North Dakota invites applications for a Postdoctoral Researcher position to join Name of Lab/Program/Clinic directed by Dr. Faculty Name. The postdoctoral fellow will work directly with Dr. Faculty Name on research topics. The appointment will be full-time and benefitted. Funds are available for conference travel/ professional development, and there is a flexible start date of no later than last potential start date. The initial appointment is for one year and is renewable for a second year, pending annual review of performance and continued availability of funding.

OR (Part-Time Instructor):

The Department of Department Name at the University of North Dakota (UND) seeks a part-time instructor to teach courses in Subject Area. The Name(s) course will be offered in-person, on-campus or online in fall/spring/summer Year. This position may be offered again in Next Semester, contingent upon enrollment, funding, and satisfactory performance.

### The Department offers undergraduate and graduate master’s degree programs in Areas Offered. The department currently has Number full-time and Number part-time faculty members, and Any Additional Info. The department typically has about Number undergraduate and Number graduate students enrolled.

### GENERAL LANGUAGE ABOUT UND:

Established in 1883, the University of North Dakota is the oldest research university in North Dakota. Founded with a strong liberal arts foundation, it is the state’s flagship university and is classified by the Carnegie Foundation as having high research activity. UND offers degrees in more than 225 fields of study and enrolls more than 14,000 students. It is the home of the state’s only School of Law and School of Medicine. The School of Medicine and Health Sciences has major initiatives in rural and public health, and Aerospace is home to one of the first and largest unmanned aerial vehicle programs in the world.

UND is located in Grand Forks, North Dakota, a vibrant college town of over 57,000 people located on the border of North Dakota and Minnesota. Short commutes, a great public-school system, high quality medical facilities, low crime, ample parks and theaters, and a cost of living below that found in large American cities are some of Grand Forks’ advantages. 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.

**DUTIES AND RESPONSIBILITIES:**

The successful applicant will receive a contract with an approximate distribution of ##% teaching, ##% research, and ##% service effort. UND and the College/School/Program of Name value diverse perspectives and seek applicants to help students succeed. The successful candidate will demonstrate outstanding promise for establishing a sustainable research program that will attract external funds and be aligned with the [UND LEADS](https://und.edu/about/strategic-plan/) Strategic Plan. The University of North Dakota is supportive of dual-career assistance both within the University and the local community. Please contact UND’s Recruiting Manager, Hannah Whalen ([Hannah.Whalen@UND.edu](mailto:Hannah.Whalen@UND.edu)), to explore dual-career opportunities.

* Teach undergraduate courses in Area, including on-campus (in-person)/online courses and both term-based and self-paced asynchronous online courses
* Advise and mentor undergraduate students
* Work collaboratively with other Department Name Department faculty to achieve consistent and high-quality learning environments
* Advise and mentor graduate students; direct graduate theses and independent study projects
* Establish a solid and productive research program with emphasis on an area of Area, including seeking extramural funding to support individual and collaborative projects. Serve as a catalyst for attracting and supporting graduate students in the Degree Initials in Department Name Program

**REQUIRED COMPETENCIES:**

* Excellent written and verbal communication skills
* The ability to teach, inspire, and mentor students
* Effective interpersonal skills, including the ability to collaborate effectively with faculty, staff, and students
* Competent in using technology and ability to adopt new tools for both on-campus and online course delivery.

**PREFERRED QUALIFICATIONS (must be tangible and able to be screened from written materials):**

* Teaching experience at the undergraduate level
* Experience mentoring students
* Experience with teaching and course development for an online environment, especially using asynchronous delivery methods
* Teaching experience at the undergraduate and graduate levels
* Record of peer-reviewed publications in quality journals
* Record of involvement in seeking extramural funding
* Experience working on multi-disciplinary research teams
* Experience mentoring students and supervising student research projects/independent studies