Position Title: Workflow Specialist

Salary: $45,000+ per year

Closing Date: Open until filled. Screening will begin January 23, 2013

Description: Located in Grand Forks, the workflow specialist is responsible for collecting, analyzing, evaluating workflow needs of the North Dakota University System and its institutions, creating electronic workflows in a document imaging system or other relevant application software.

Minimum Qualifications: Associate degree and 3+ years related experience OR 4 year degree in business, information systems or related field.

Preferred Qualifications: 2 years experience in requirement gathering, documentation functional design, testing, and support of technology solutions.

To Apply: Applicants should send a cover letter specifically addressing the advertised qualifications, a current resume, a transcript (if the position requires a degree), and the names and contact information (including telephone numbers and e-mail address) for three professional references, either electronically (preferred) emily.bredin@ndus.edu or by mail to
Emily Bredin
North Dakota University System
4300 James Ray Drive, Stop 7131
Grand Forks ND 58201
by the close of business on the screening date. Veterans claiming preference must submit all proof of eligibility by the screening date. Proof of eligibility includes a DD-214 and, if claiming disabled status, a current letter of disability.

THE NORTH DAKOTA UNIVERSITY SYSTEM was organized in 1990. It is made up of 11 public colleges and universities governed by the State Board of Higher Education. The NDUS is comprised of two doctoral-granting institutions (NDSU and UND), two master's granting institutions (MISU and VCSU), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MISUB, NDSCS and WSC).

The GRAND FORKS community offers an environment with the great amenities offered in larger urban areas, and the safety and convenience of a small community. Greater Grand Forks is an impressively cosmopolitan city, boasting a regional population of roughly 98,000 spanning two states.

Some of the features that make the community a great place to live are diverse educational opportunities, safety and low crime rate, parks and theaters, and a cost of living considerably lower than that found in large cities. To learn more about the community's quality of life, visit www.gfchamber.com