System Information Technology Services

Position Title: Document Imaging Specialist
Position #: 00100996
Salary: $42,000 annual salary + full benefits package
Full-time/exempt (from FLSA overtime) banded position
Location: Grand Forks, ND
Closing Date: October 16, 2013
Applications received by the closing date will receive first consideration. Open until filled.

Description:
The Document Imaging Specialist is a member of the Enterprise Applications Administration team tasked with delivering enterprise level applications for the University system and its constituents. This position is responsible for collecting, analyzing, evaluating document imaging needs of the North Dakota University System and its institutions, and creating electronic workflows in a document imaging system or any other relevant application software that may best suit the specifications. In addition, the developer should continuously strive to improve the work of both themselves and the team in order to supply the highest quality work. This position is located in Grand Forks, ND.

Minimum Qualifications:
- Associate degree or equivalent education + related work experience and working toward a degree in technology.
- Experience with document imaging.
- Demonstrated strong oral and written communications, influencing, and organizational skills.
- Knowledge of flowchart and workflow concepts.
- Ability to create user friendly reports.
- Experience in requirements gathering and documentation, functional design, and testing.
- Ability to develop systems solutions for business processes.
- Demonstrated problem solving skills.
- Ability to work independently and manage job with minimal supervision.
- Ability to write technical instructions in the use of the applications and provide support to the end user.
- Ability to work in a team environment with a “Can do” attitude.

Preferred Qualifications:
- 1+ years of experience in a student centric department such as admissions, records in a higher education setting
- Delivering solutions that are technically effective and efficient as well as easily maintained.
- Interact with the vendor for troubleshooting or finding better solutions.

To Apply:
Applicants should submit 1). a cover letter specifically addressing the advertised qualifications 2). a current resume and 3). the names and contact information (including telephone numbers and e-mail address) for three professional references, either electronically (preferred) to jane.grinde@ndus.edu or by mail to:
NDUS System Information Technology Services
Attention: Jane Grinde
4300 James Ray Drive, Stop 7131
Grand Forks, ND 58202-7131

by the close of business on the screening date. 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. The successful candidate will be required to complete a satisfactory criminal background check.

Persons who may need additional job information or may require accommodation or assistance with the application or interview process should contact Jane Grinde at (701) 777-1918, or e-mail jane.grinde@ndus.edu, TTY Number 1-800-366-6888.

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 composed of two doctoral-granting institutions (NDSU and UND), two master’s granting institutions (MISU and VCSC), two universities that offer baccalaureate degrees (DSU and MASU), and five campuses that offer associate and trade/technical degrees (BSC, LRSC, MSSI, NDCC 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.

As employers, the State of North Dakota and political subdivisions prohibit smoking in all places of state and political subdivision employment in accordance with N.D.C.C. § 23-12-10.

Equal Opportunity Employer: The State of North Dakota and this hiring agency do not discriminate on the basis of race, color, national origin, sex, genetics, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.