



## CORE TECHNOLOGY SERVICES

<b>Position Title:</b>	<b>Systems Engineer</b>
<b>Position #:</b>	00104100
<b>Salary:</b>	Minimum starting annual salary \$55,000+ per year/full-time, exempt (from FLSA overtime), benefited position in the 3000 broadband
<b>Location:</b>	Grand Forks, ND
<b>Closing Date:</b>	Applications received by 5:00 p.m. on December 26, 2018 will be given first consideration. Screening for this position will begin on December 27, 2018. Open until filled.
<b>Description:</b>	The Systems Engineer will be a member of the Endpoint Services unit within Core Technology Services of the North Dakota University System. The Assistant Director of Endpoint Services will supervise work assignments. Primary responsibilities include but are not limited to: provide web and custom application development for CTS WordPress and SharePoint technologies; Implement, manage and improve core systems that support the work of the Endpoint Services group. Provide support for CTS and System Office users in business automation, workflow, and data analytic systems; stay abreast of emerging technologies; and other duties as assigned. Occasional travel in North Dakota and availability for on-call duties required

### Minimum Qualifications:

- Bachelor's degree in Computer Science or a related IT field or equivalent combination of education and work experience in the IT field.
- 2 years of experience working with IT desktop support.
- Demonstrated experience with administering websites.
- Demonstrated experience with software application development and troubleshooting support.
- Administer websites and extend functionality by creating/installing plugins
- Demonstrated experience utilizing API's and other integrations
- Ability to work with users to determine needs, design workflows, and streamline processes.
- Demonstrated experience with enterprise system technologies (i.e., SCCM, etc).
- Must be able to demonstrate a broad knowledge and understanding of IT policies/standards and applicability in a campus and university system environment.
- Good written and oral English language skills with experience writing technical and user documentation
- Ability to work in a dynamic environment
- Ability to quickly adapt to changes in timelines and sequences
- Strong analytical/problem solving skills
- Strong interpersonal skills and demonstrated customer service skills
- Able to work off hours when required
- Must be willing to travel in-state.

### Preferred Qualifications:

- Experience working in a higher education setting.
- Experience working in the North Dakota University System.
- Demonstrated experience with web design and graphic experience
- Demonstrated experience with SharePoint, Javascript, jQuery, PHP, and MySQL

**To Apply:** Applicants should send a cover letter **specifically addressing the above qualifications**, a current resume, and the names and contact information (including telephone numbers and e-mail address) of three professional references, either electronically (preferred) to [jane.grinde@ndus.edu](mailto:jane.grinde@ndus.edu) or by mail to:

**NDUS  
Attention: Jane Grinde  
600 E Boulevard Ave, Dept 215  
Bismarck, ND 58505-0230**

by the closing date stated above. Applicants who are residents of North Dakota 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. **Applicants must be eligible to work in the U.S. and I-9 employment certification is required at time of hire.**

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) 328.4217, or e-mail [jane.grinde@ndus.edu](mailto:jane.grinde@ndus.edu). TTY Number 1-800-366-6888.

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.

Applications for public employment will be confidential unless deemed a finalist. Public entities including the State Board of Higher Education and NDUS institutions shall determine finalists for open positions consistent with N.D.C.C. Section §44-04-18.27. Applications for public employment of non-finalists and any records related to those applications which contain information that could reasonably be used to identify an applicant are confidential.

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.

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 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](http://www.gfchamber.com)