Core Technology Services

Position Title: Data Entry Operator

Salary: $11.00 per hour/part-time/temporary
Employment dates: May 2019 – July 2019

Location: Grand Forks, ND or Fargo, ND

Closing date: Open until filled

Job Summary: Reporting to the assistant CIO for Core Technology Services, the part-time data entry operator is responsible for data transfer of information for the NDUS online lecture capture system. This position is non-benefited, part-time and offers a flexible work schedule during summer office hours which are Monday through Friday 7:30 a.m. – 4:30 p.m. This position may be located in Grand Forks, ND or Fargo ND.

Minimum qualifications:
- Proficient with desktop computers, web browsers and computer file systems
- Proficient in Microsoft applications, specifically Word, Access and Excel
- Must be able to demonstrate attention to detail
- Ability to work effectively with a team
- Must be able to demonstrate accuracy with data entry
- Must be able to work independently under general supervision

To Apply: Applicants should submit a cover letter of interest specifically addressing the minimum qualifications.

Please send submissions either electronically (preferred) to jane.grinde@ndus.edu or by mail to:

North Dakota University System
Attention: Jane Grinde, HR Director
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 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. TTY Number 1-800-366-6888.

Applicants 14 – 15 years of age must file an employment and age certificate with ND Department of Labor. ND Youth employment website. [https://www.nd.gov/labor/wage-and-hour-topics/youth-employment](https://www.nd.gov/labor/wage-and-hour-topics/youth-employment)

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).