Position Title: Communications Specialist

Position #: 00101007

Salary: $40,000 annual salary + full benefits package

Full-time/exempt (from FLSA overtime) banded position in the 3000 Broadband

Location: Bismarck, ND

Closing Date: Open until filled

Description: Reporting to the Director for Communications and Media Relations, the Communications Specialist will develop and disseminate information that helps fulfill the external and internal communication needs of the North Dakota University System. The position is located in Bismarck, ND.

Minimum Qualifications:

- Bachelor degree in Mass Communications, Marketing, Public Relations or related area.
- Two years of work related experience.
- Proficient in Social Media, Desktop Publishing, Photography, and Videography.
- Proven written and oral communication skills.
- Demonstrated organizational skills.
- Working knowledge of Microsoft Office Suite programs.

Preferred Qualifications:

- Working knowledge of InDesign layout software and Sharepoint.
- Previous experience working in higher education.

Duties and Responsibilities:

- Prepare and disseminate news releases, newsletter articles and social media posts regarding NDUS business.
- Take photographs and video. Edit and prepare visuals for the appropriate communication vehicle.
- Create appropriate designs for publications, presentations, internet, intranet and social media.
- Assist with research, writing and editing of speeches, presentations and reports.
- Assist with marketing projects designed for student recruitment.
- Other duties as assigned by supervisor.
To Apply: Applicants should submit 1) a cover letter specifically addressing the advertised qualifications 2) a current resume 3) three writing samples and 4) 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
Attention: Jane Grinde
4300 James Ray Drive, Stop 7131
Grand Forks, ND 58202-7131

by the close of business on the close of application date indicated above. 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. 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) 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 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).

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.