**Position Title:** Director of Student Affairs  
**Position #:** 00027374  
Full-time, benefited, exempt (from FLSA overtime), position in the 1000 broadband  
**Salary:** Salary commensurate with experience and qualifications. The North Dakota University System offers a competitive benefit package including a generous retirement plan and employer paid family health insurance.  
**Location:** Bismarck, ND or may consider alternate worksite location within ND.  
**Closing Date:** Applications received by August 5, 2016 will be given first consideration. Open until filled.  
**Job Description:** The Director of Student Affairs will be responsible at the System level for the ongoing and timely implementation of NDUS policies, procedures, and initiatives related to student affairs. The position will include responsibility for interaction with and occasional duties in academic affairs. The Director will provide leadership for and coordinate system level activity with NDUS institutions, North Dakota partners, and representatives in the areas of Substance Abuse Prevention, Student Mental Health, Student Safety and Security, Diversity and Social Justice, Title IX, Immunization, Student Health Insurance, and Veterans Affairs. This position reports to the Vice Chancellor for Academic and Student Affairs.  
**Minimum Qualifications:**  
- Master's degree in Education, Public Health Administration, Administration, Counseling, or related field  
- Three years related professional experience in higher education working directly with student services or the equivalent  
- Knowledge and professional experience with evidence-based substance abuse prevention and mental health services in a higher education setting  
- Excellent research, written and oral communication skills  
- Effective presentation skills  
- Ability to analyze research and present summaries to staff and legislators  
- Valid driver's license
**Preferred Qualifications:**
- Terminal degree in Education, Public Health Administration, Administration, Counseling, or related field
- Knowledge of international student administration, including visa requirements
- USA Mental Health First Aid Trainer
- Familiarity with State and Federal legislative processes
- Grant writing experience

**Essential Duties and Responsibilities**
- Coordinates system level activity, policies and procedures associated with substance abuse prevention, student mental health, student safety and security, diversity and social justice, Title IX, immunization, student health insurance, and veterans affairs;
- Direct system-wide initiatives focused on student services;
- Serves as North Dakota Higher Education Consortium for Substance Abuse Prevention (NDHECSAP) coordinator and disseminate related research and information;
- Biannually coordinates NDCORE survey, summarizes findings, and disseminates results
- Serves as NDUS liaison to the North Dakota Student Association;
- Serve as liaison between the NDUS Academic Affairs Council and Student Affairs Council;
- Facilitate communication between student affairs, academic affairs, and administrative affairs in the areas of financial aid and enrollment management.
- Reviews student appeals as appropriate; and,
- Participate in student affairs committees and workgroups as assigned, including,
- Parents LEAD Partnership
- Governor's Prevention Advisory Council (GPAC)
- State Epidemiological Outcomes Workgroup (SEOW)
- Prevention Expert Partners Workgroup (PEPW).
- Limited in-state and limited out-of-state travel required

The Director will serve as part of an Academic and Student Affairs team, and focus areas and activities will change as appropriate over time.

**To Apply:** Applicants should send a cover letter specifically addressing the above minimum and preferred 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 or by mail to:

NDUS
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) 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.