



University of North Dakota

Staff Position Announcement

Human Resources • Twamley Hall Room 313 • 264 Centennial Drive Stop 8010 • Grand Forks, ND 58202-8010 • 701-777-4361

www.humanresources.und.edu

humanresources@mail.und.edu

RECORDS MANAGER

POSITION NUMBER: #12-126

HR/WK: 40

CLOSING DATE: 12/02/2011

BENEFITS ELIGIBILITY: Benefitted

MINIMUM SALARY: \$50,000.00 plus/year

DEPARTMENT: General Counsel

POSITION STATUS: Full-Time

LOCATION: Grand Forks, ND

POSITION DESCRIPTION:

Establishment/revision of records management guidelines for the University as required by law, contract, and business prudence. Develop, publish, and implement records retention guidelines and schedules to ensure the proper identification and retention of the University records. Develop active filing systems to enhance employee productivity and to promote cost and space savings for the University. Develop guidelines and implement procedures for the proper identification and handling of inactive records including their transfer, storage, and retrieval with the University departments. Coordinate implementation of vital record protection guidelines to ensure retention of identified vital records. Develop procedures to identify and control the timely destruction of obsolete and eligible records. Develop and implement guidelines for the management of magnetic and electronic records including retention, destruction, and archival storage requirements. Coordinate all Records Management educational and training programs for the University departments. Ability to move 40 pounds.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Information Management, Information Systems or related field with emphasis in records and information management
- Two years of directly related work experience
- Extensive interpersonal skills and ability to motivate, convince, and/or change behavior or attitudes of contacts
- Excellent written and verbal communication skills, and ability to communicate with diplomacy
- Demonstrated database management skills using PHP, ColdFusion, MySQL or other related technology
- Ability to work independently and with a diverse population
- Ability to move 40 pounds
- Criminal history background check

PREFERRED QUALIFICATIONS:

- Demonstrated computer skills in both Mac and PC platforms
- Additional study toward a Certified Records Manager designation from the Institute of Certified Records Managers

SPECIAL INSTRUCTIONS:

Please complete UND Application/Control Card form found online at <http://und.edu/finance-operations/human-resources/> referencing job title and posting number. If claiming Veteran's preference, a DD Form 214 must be attached. If claiming Disabled Veterans Preference, a DD Form 214 and a copy of VA statement dated within past year must be attached. All applications must be received or postmarked by the closing date and have complete name and current mailing address.



University of North Dakota

Staff Position Announcement

Human Resources • Twamley Hall Room 313 • 264 Centennial Drive Stop 8010 • Grand Forks, ND 58202-8010 • 701-777-4361

www.humanresources.und.edu

humanresources@mail.und.edu