

# BENEFITS

## Employee Benefits

### Employee Benefits for Applicable Positions

- Comprehensive paid single/family health insurance, including prescription coverage
- Retirement
- Long-term disability
- Employee tuition waiver
- Employee assistance program
- Spouse/dependent tuition discount
- Annual/sick leave for applicable positions
- Access to athletic and some cultural events
- Fitness center and Mildred Johnson Library access

# NDSCS

## About NDSCS

NDSCS is a two-year, comprehensive college with a residential campus located in Wahpeton, N.D., and a commuter location referred to as NDSCS-Fargo, located in Fargo, N.D. NDSCS offers degrees, certificates and diplomas in over 80 academic options in traditional career and technical studies as well as liberal arts. The College also offers a variety of distance education and online courses. Approximately 99 percent of graduates are employed or pursuing additional education.

In 2014, NDSCS was ranked No. 6 in public two-year college graduation rates by the Chronicle of Higher Education and received a College and Career Readiness Award from ACT, Inc. in the Career Preparedness category.

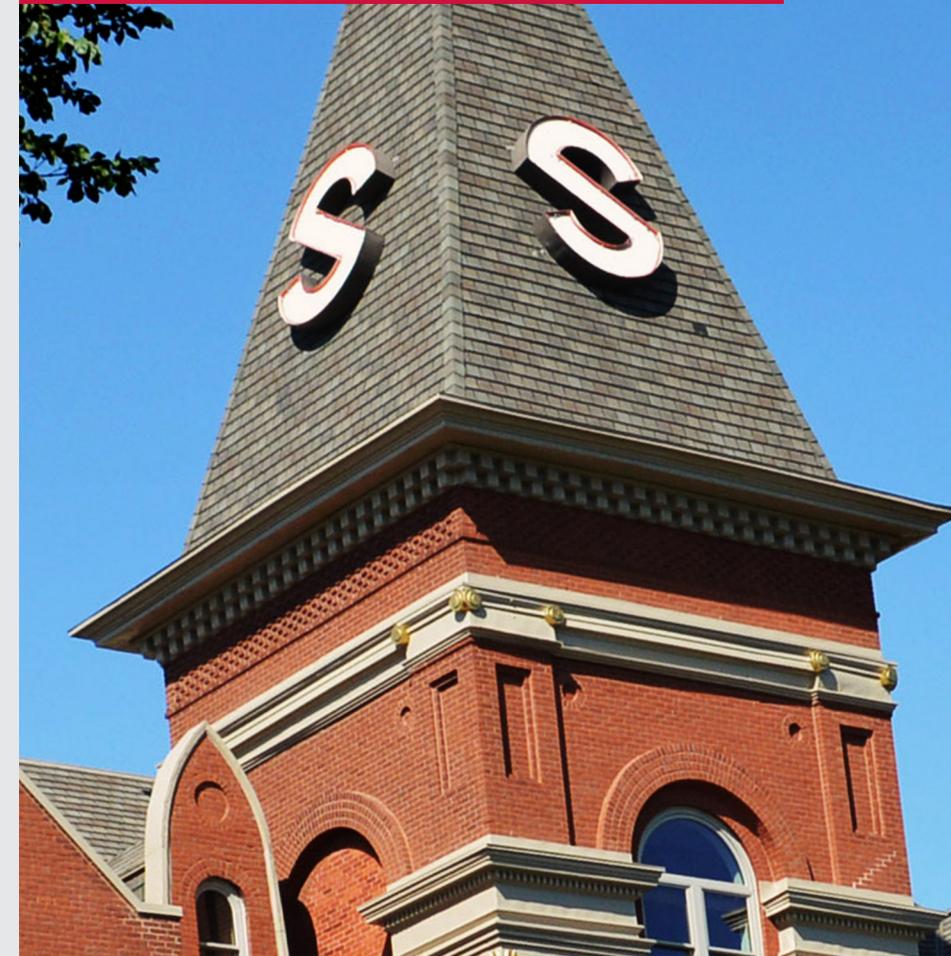
Unlike most two-year colleges, NDSCS in Wahpeton boasts a university atmosphere with over 30 affiliated student clubs and organizations, music groups, theater productions, intercollegiate athletics, intramural athletics and numerous social activities. For more information, visit [NDSCS.edu](http://NDSCS.edu).

# FAQ

## Frequently Asked Questions

- Q. Can I apply for more than one position at a time?**
- A.** Yes, once you have completed your application/profile, you can apply for multiple positions that match your qualifications. When you revisit the system, your original data/profile will be available for you to use.
- Q. Can I apply directly to a department?**
- A.** No, the NDSCS online system is the central intake points for all openings. Only applicants who apply through the application system will be considered for employment.
- Q. Can I attach documents to my application?**
- A.** Yes, you are able to attach electronic documents to your application. These documents are also held in your account for future use. Certain postings may require additional documents to be considered.
- Q. What if I do not have access to a computer?**
- A.** A computer is available for use by applicants in the Human Resources office, Monday-Friday, 7:45 a.m.-4 p.m. You can also access computers at your Job Services Offices, to complete the application.
- Q. How do I find Human Resources?**
- A.** We are located in Haverty Hall 136. Haverty Hall is in the northwest corner of the NDSCS oval.

## Online Employment APPLICATION System Guide



North Dakota State College of Science  
Human Resources Department



THANK YOU

Thank you for your interest in employment at the North Dakota State College of Science. NDSCS uses an online application system (Applitrack) for our employment openings. This system allows an applicant to apply for one or more positions and submit their application materials online. The application system may be accessed on any computer with Internet access.

NDSCS job opportunities are listed on our website at **NDSCS.edu/Careers**.

In order to be considered an applicant, the online application must be completed and submitted for the position.

**NOTE:** Paper applications, faxes and emails are not accepted and unsolicited resumes will not be considered in any applicant pool.

# APPLICATION

## How To Apply

### Apply for a position at NDSCS

- Go to **NDSCS.edu/Careers**
- Scroll through the available openings to find the position you wish to apply for.
- Select the posting and **CLICK APPLY**.
- New applicants select **START** to begin your application and complete the necessary fields to create your account.
- Existing applicants **LOGIN** to your account.
- You can apply for more than one position within your application by checking the box next to the positions.
- You can return to your application to finish submission, make changes or apply for additional positions by logging in to your account.

### Apply for a specific position

An applicant may apply for positions in which they meet the minimum qualifications. The applicant has the ability to add a resume, cover letter, transcript and other supporting materials.

### Log out

To keep your personal data safe, the system will automatically log you out if there has been no activity for a certain period of time.

# MISSION

## NDSCS Mission Statement

The North Dakota State College of Science is a comprehensive, associate degree-granting college founded on a tradition of quality and integrity. We deliver learner-focused education through a unique and evolving collegiate experience. Using innovative delivery strategies, NDSCS anticipates and responds to statewide and regional needs by providing access to occupational/technical programs, transfer programs and workforce training.

# COMMUNITY

## Our Communities

NDSCS is located in Wahpeton, N.D., in Richland County and borders the neighboring city of Breckenridge, Minn. Together, the population of these two cities is 11,000 people. Area attractions include the family-friendly Chahinkapa Zoo and scenic Bois de Sioux Golf Course.

NDSCS-Fargo is located in north Fargo, a city of more than 110,000 people near North Dakota's eastern border with Moorhead, Minn., a city of roughly 39,000. Enjoy access to Interstates 29 and 94, Hector International Airport and the Fargodome.

Ranked as both the friendliest and safest state in the nation, North Dakota tops the charts in agricultural products and quality of life.



# CONTACT

## Contact Us

### NDSCS Human Resources

Haverty Hall 136  
800 6th Street North  
Wahpeton, ND 58076  
701-671-2903  
ndscs.hr@ndscs.edu

The North Dakota State College of Science is an equal opportunity employer and equal opportunity educator. NDSCS is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws, for all individuals without regard to race, color, national origin, religion, sex, disability, age, sexual orientation or status with regard to marriage or public assistance.

The North Dakota State College of Science is accredited by The Higher Learning Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604, 800-621-7440.