# POSITION DESCRIPTION
North Dakota University System

## PART A - Identification, Duties/Responsibilities, and Task Inventory

(#'s 1-12a must match HRMS or left blank and include a Position Request/Change form)

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Name of Employee:</td>
<td>TBD</td>
</tr>
<tr>
<td>1a. EmplID #:</td>
<td>TBD</td>
</tr>
<tr>
<td>2. Position #:</td>
<td>00016742</td>
</tr>
<tr>
<td>2a. Dept. ID #:</td>
<td>8240</td>
</tr>
<tr>
<td>2b. Current or Recommended Salary:</td>
<td>$44,000+</td>
</tr>
<tr>
<td>3. Band #/Title:</td>
<td>3000: Professional</td>
</tr>
<tr>
<td>3a. Job Family #/Title:</td>
<td>3405: Educational Services Professional</td>
</tr>
<tr>
<td>4. Functional Title:</td>
<td>Information &amp; Funding Specialist</td>
</tr>
<tr>
<td>5. Please check all that apply</td>
<td></td>
</tr>
<tr>
<td>5a. Type of position:</td>
<td>☒ Full time</td>
</tr>
<tr>
<td>5b. Length of Position:</td>
<td>☒ 12 month</td>
</tr>
<tr>
<td>6. Institution:</td>
<td>University of North Dakota</td>
</tr>
<tr>
<td>7. Division:</td>
<td>School of Med. &amp; Health Sciences</td>
</tr>
<tr>
<td>8. Department:</td>
<td>Center for Rural Health</td>
</tr>
<tr>
<td>9. Unit:</td>
<td></td>
</tr>
<tr>
<td>10. Work Mailing Address:</td>
<td>1301 N Columbia Road, Suite E231, Grand Forks ND</td>
</tr>
<tr>
<td>11. Work Phone:</td>
<td>TBD</td>
</tr>
<tr>
<td>12. Name &amp; Title of Supervisor:</td>
<td>TBD, Content Development Coordinator</td>
</tr>
<tr>
<td>12a. Supervisor Posn #:</td>
<td>00016233</td>
</tr>
</tbody>
</table>

## Function/Mission of Your Department

The Center for Rural Health connects resources and knowledge to strengthen the health of people in rural communities. For 37 years, we have worked with the public and private sectors expanding a circle of partners to develop creative solutions to critical health issues. The Center is located at the University of North Dakota School of Medicine and Health Sciences in Grand Forks. Our approach is multi-disciplinary, as we create solutions to complex challenges. The Center for Rural Health works with communities, healthcare organizations, healthcare providers, policy-makers, researchers, and rural health stakeholders.

Additional information can be viewed at [http://ruralhealth.und.edu](http://ruralhealth.und.edu)

## Purpose of Your Position

This position will work on a federally-funded project to develop and maintain a website featuring information to help communities address the opioid crisis. The position will be responsible for writing promising practices and identifying and describing a wide range of relevant resources and funding opportunities.

## Essential during Emergencies/Closures

☐ Yes  ☒ No

(Essential personnel may be required to work during emergencies and closures affecting UND depending on staffing levels required for that particular situation.)
PART A - 16. Duties/Responsibilities

⇒ Indicate Essential/Secondary. The following questions should be taken into consideration in the determination:
- Is the duty/responsibility the reason the job exists?
- Is this a highly specialized task or one that requires special education, training, licensure?
If the answer is yes, the duty is “essential”.
- What is the percentage of time spent on the function?
If the answer indicates a great % of time, the duty is probably “essential”.
- What are the consequences to others or the institution of a failure to perform the function?
If the answer indicates a high level of accountability, the duty is “essential”.

NOTE: See Position Description Instructions and examples.

<table>
<thead>
<tr>
<th>Duty/Responsibility No. 1</th>
<th>Percent of Time</th>
<th>Statement of duty/responsibility (used for evaluation/review of performance):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify, select, organize and index information</td>
<td>50%</td>
<td></td>
</tr>
</tbody>
</table>

For ADA compliance, see instruction.
Responsibility is:
☒ Essential  ☐ Secondary
(Please check one)

Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)

- Search daily for publications, tools, and other resources using Google, WebSite Watcher, RSS feeds, newsletters, social media, and other appropriate tools
- Use critical thinking skills to evaluate potential resources and funding opportunities, determine which would be of interest to the project’s users, and index them for inclusion on the website, using established selection guidelines and a Content Management System.
- Write high quality synopses of funding opportunities, including outlining how the funding could be used to address the opioid crisis.
- Communicate with project partners, funder, and federal agencies to identify and determine relevance of resources and program contacts.
- Synthesize information, write original abstracts, and assign relevant tags for resources and funding opportunities to be included on the website.
- Identify resources and opportunities that are especially relevant and timely to be featured on the website.
- Regularly review existing records for continued accuracy, currency, and applicability.
- Develop and maintain expert search skills on an ongoing basis.

<table>
<thead>
<tr>
<th>Duty/Responsibility No. 2</th>
<th>Percent of Time</th>
<th>Statement of duty/responsibility (used for evaluation/review of performance):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write profiles of programs to be included on website.</td>
<td>35%</td>
<td></td>
</tr>
</tbody>
</table>

For ADA compliance, see instruction.
Responsibility is:
☒ Essential  ☐ Secondary
(Please check one)

Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)

- Use research, social media, and other resources to seek out and identify successful programs, innovations, or models addressing the opioid crisis.
- Assist program management in selecting program examples to pursue.
- Write draft profile of the program based on information available.
- Contact and collaborate with program contact to finalize draft, ensure accuracy; collect visual and supplementary content.
- Assist with dissemination and promotion of the website and individual project examples.
<table>
<thead>
<tr>
<th>Duty/Responsibility No. 3</th>
<th>Percent of Time</th>
<th>Statement of duty/responsibility (used for evaluation/review of performance):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10%</td>
<td>Work in a team environment and participate in collaborative activities, including content development, quality improvement, and outreach</td>
</tr>
</tbody>
</table>

For ADA compliance, see instruction.
Responsibility is:
☑ Essential  ☐ Secondary
(Please check one)

Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)

- Communicate effectively with program staff, providing input and ideas to colleagues related to content selection and quality improvement, as well as willingly accepting feedback from peers and management.
- Collaborate with program staff to ensure that all indexed content is represented on appropriate pages.
- Assist in creation and evaluation of the program website features.
- Participate in team meetings and other staff meetings.
- Accept opportunities to promote the project, participate on committees, make presentations, and publish appropriate research or accomplishments.

<table>
<thead>
<tr>
<th>Duty/Responsibility No. 4</th>
<th>Percent of Time</th>
<th>Statement of duty/responsibility (used for evaluation/review of performance):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5%</td>
<td>Participate in professional activities.</td>
</tr>
</tbody>
</table>

For ADA compliance, see instruction.
Responsibility is:
☑ Essential  ☐ Secondary
(Please check one)

Tasks involved in fulfilling the above duties/responsibilities (include description for physical and mental/cognitive demands)

- Keep current on latest developments in the field and areas of interest through reading, social listening, attending conferences, and electronic communications.
- Contribute to the advancement of the profession and status of the project, the Center for Rural Health, and the University.
## PART B – Required Experience, Characteristics and Ability

### 1. EDUCATION/KNOWLEDGE REQUIREMENT

Minimum education required to perform adequately in position could reasonably be attained only by completing the following (if you were to recruit today, what qualification would you require?)

**REQUIRED EDUCATION/TRAINING** (choose one)
- [ ] less than high school diploma
- [x] high school diploma or GED

**COLLEGE LEVEL** (choose one)
- [ ] 1 year  
- [ ] 2 year  
- [ ] 3 year  
- [ ] 4 year
- [ ] Associate’s  
- [x] Bachelor’s

**GRADUATE LEVEL** (choose one)
- [ ] 1 year  
- [ ] 2 year  
- [ ] post-graduate

**Major field of study or degree emphasis (accounting, economics, etc...)**

**Specialized subject knowledge (cost accounting, MACRO economics, etc.)**

### Minimum Qualifications:
- Bachelor’s degree.
- Experience writing, with demonstrated ability to write for the web. Writing samples must be submitted at the time of application. Details provided in job announcement.
- Criminal history records check.

### Preferred Qualifications:
- Degree in English, communications, journalism, library and information science, public health, social work, sociology, or other degree related to information dissemination, rural health, population health, or health policy.
- Master’s degree.
- Experience with synthesizing complicated information from multiple sources into cohesive and plain language.
- Experience researching a topic and conducting interviews to inform writing.
- Understanding of U.S. rural health issues or issues related to the opioid crisis through education or work experience.
- Experience or training related to organizing information, searching the Internet, and utilizing a website to disseminate information.
- Experience working with a content management system and basic HTML.
- Experience working with state or national organizations.
- Experience developing website content.
- Experience writing for a national audience.
- Knowledge of format, layout, and design principles of electronic and print publications.

### Competencies required: (i.e. ability to..., demonstrated leadership skills, strong communication skills)
- Must have excellent interpersonal and communication skills.
- Experience using computers, specifically with Microsoft Office Suite, in particular Word, PowerPoint, and Outlook.
- Strong searching skills including web-based searches.
- Strong analytical, problem-solving, decision-making, and leadership skills.
- Strong aptitude with technology and demonstrated ability to learn/use new computer software applications.
- Demonstrated ability to write for the web.
- Demonstrated organizational skills and ability to be self-directed.
- High level of attention-to-detail and the ability to generate high quality and timely work products.
- Ability to prioritize, multi-task, take initiative, and to work as part of a team.
- Be willing to travel occasionally to national, regional, or local events/meetings.

### Work safety requirements:
- Follow safety rules and promote safe behavior
- Help identify unsafe working conditions and notify supervisor or Office of Safety
- Ensure the safety policies and procedures are being followed
- Report incidents and near misses to supervisor or Office of Safety within 24 hours
- Complete all required safety and other mandatory training requirements
2. RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING CLASSIFIED POSITIONS

<table>
<thead>
<tr>
<th>Position Number</th>
<th>Job Family and Title of Persons Supervised</th>
<th>FTE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. INDIRECT SUPERVISION:

Total number of classified positions indirectly supervised: 

Total number of student employees or other non-classified employees indirectly supervised: 

4. HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties: 

Precautionary measures taken to avoid those unusual or hazardous working conditions: 

Frequency of occurrence of unusual or hazardous working conditions: 

5. This position is classified as: ☒ Exempt ☐ Non-Exempt (eligible for overtime)

<table>
<thead>
<tr>
<th>Executive</th>
<th>Administrative</th>
<th>Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>◐ Meets FLSA Salary Requirements</td>
<td>☑ Meets FLSA Salary Requirements</td>
<td>☐ Meets FLSA Salary Requirements</td>
</tr>
<tr>
<td>☐ Primary duty is management of the enterprise or recognized department/subdivision</td>
<td>☑ Primary duty is office/non-manual work related to management policies/general business operations</td>
<td>☐ Primary duty is work requiring knowledge of advanced type in science or learning</td>
</tr>
<tr>
<td>☐ Does the employee have the authority to hire or fire or provide suggestions/recommendations to hire, fire, promote or change status of other employees</td>
<td>☐ Work directly related to academic instruction or training</td>
<td>☐ Work is original and creative in a field of artistic endeavor</td>
</tr>
<tr>
<td>☐ Customarily and regularly directs the work of two or more other employees</td>
<td>☑ Customarily and regularly exercises discretion and independent judgment in matters of consequence</td>
<td>☐ Work requires theoretical/practical application of highly specialized knowledge in computer systems analysis, programming and software engineering and employee is employed and engaged in these activities</td>
</tr>
<tr>
<td>☒ Does the employee have the authority to hire or fire or provide suggestions/recommendations to hire, fire, promote or change status of other employees</td>
<td>☐ Work directly related to academic instruction or training</td>
<td>☐ Work requires consistent exercise of discretion and judgment</td>
</tr>
</tbody>
</table>

Work habit requirements:
- Attendance and punctuality consistently maintained; follows correct procedures for notification
- Use work time appropriately for work activities; attend meetings promptly
- Demonstrate flexibility in scheduling and accepting work assignments
- Follow procedures for requesting leave and reporting absences; provide necessary documentation/releases
- Remain calm, professional, and collegial in all circumstances
### 6. PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<table>
<thead>
<tr>
<th>Employee is required to:</th>
<th>Never</th>
<th>1-33% Occasionally</th>
<th>34-66% Frequently</th>
<th>66-100% Continuously</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stand</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sit</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Use hands dexterously (use fingers to handle, feel)</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reach with hands and arms</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Climb or balance</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Pulling/Tugging/Twisting</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Stoop/kneel/crouch or crawl</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Talk or hear</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Taste or smell</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lift &amp; carry: up to 10 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lift &amp; carry: up to 25 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lift &amp; carry: up to 50 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lift &amp; carry: up to 75 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lift &amp; carry: up to 100 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Lift &amp; carry: more than 100 pounds</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Other (Please Explain): 

---

My signature below indicates I have read and understand the description of the duties and responsibilities assigned to the position. I also understand that my supervisor and the institution has the right to make changes to duties and work schedule to meet business needs.

---

Employee's Signature: [Signature]

Date: [Date]

Supervisor's Signature: [Signature]

Date: [Date]

PLEASE ATTACH A BLACK AND WHITE ORGANIZATIONAL CHART

Last updated 04/20/2017
Joshua Wynne, MD, MBA, MPH  
VP for Health Affairs & Dean  
School of Medicine and Health Sciences

Gary Hart, PhD  
Director, Center for Rural Health  
School of Medicine and Health Sciences

Brad Gibbens, MPA  
Deputy Director  
Center for Rural Health  
School of Medicine and Health Sciences

Kristine Sande, MBA  
Associate Director  
Center for Rural Health  
School of Medicine and Health Sciences

Vacant, Position #00016233  
Content Development Coordinator  
Center for Rural Health  
School of Medicine and Health Sciences

Position #00016742  
Information & Funding Specialist  
Center for Rural Health  
School of Medicine and Health Sciences

*This diagram is a subset of the UND Center for Rural Health organizational chart.*