

## **Vacancy Announcement**

### **ND Board of Medicine**

**Location:** Bismarck

**Salary:** \$16.00-\$20.00 per hour depending on experience.

**Benefits:** Medical, Dental, Vision, Retirement

**Closing Date:** 10-23-20

**Position Number:** None

**Requisition Number:** None

**Status:** Part-time, Regular

**Type of Recruitment:** Internal/ External

**Job Order Number:** None

#### **Minimum Qualifications:**

Associate degree with major coursework in office support and/or business. Office environment experience, data software and professional licensing experience beneficial and may be considered in lieu of associates degree. Preferred candidates will be detail oriented and have excellent organizational, communication and computer skills. The ability to think independently and multitask is a must.

#### **Application Procedures:**

Submit a cover letter and resume to: North Dakota Board of Medicine, 4204 Boulder Ridge Road; Suite 260, Bismarck, ND 58503

#### **Summary of Work:**

Process license applications through the Interstate Medical Licensing Compact. General administrative duties such as data entry and record filing. Provide support to all staff within the office such as receptionist, credentialing and licensing staff, Executive Director and Deputy Executive Director. Enter information received into electronic filing systems. Communicate with the public as necessary.

#### **Equal Opportunity Employer:**

The state of North Dakota does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services, and complies with the provisions of the North Dakota Human Rights Act.