

Position: XXX

Reports to: XXX

Status: XXX

Supervises: XXX

General Description:
XXX

Specific Responsibilities/Duties:

1. XXXX

- XXXX

2. XXXX

- XXXX

3. XXXX

- XXXX

4. XXXX

- XXXX

5. XXXX

- XXXX

6. XXXX

- XXXX

7. XXXX

- XXXX

8. XXXX

- XXXX

Qualifications:

- XXX

Application Procedures:

NDNU is committed to providing an educational environment that supports a diverse student population. In your cover letter, please include information about your experiences in working in a diverse environment, and what qualities you would bring to supporting this commitment to inclusive excellence at NDNU.

Please submit a cover letter and resume to:

Notre Dame de Namur University
Human Resources, Job #XXX
1500 Ralston Avenue
Belmont, CA 94002

Or via email: hr@ndnu.edu

EEOC Policy:

The University is an equal opportunity employer and is firmly committed to non-discrimination in its hiring and other employment practices and in the application of its personnel policies. In compliance with all applicable federal and state laws, except where a bona fide occupational qualification exists, employment decisions will be made irrespective of the staff member's race, color, religion, religious creed, ancestry, national origin, age (except for minors), sex, marital status, citizenship status, military service status, sexual orientation, medical condition (cancer-related or genetic condition), disability and/or any another status protected by law. When necessary, the University will reasonably accommodate individuals with disabilities, if the individual is otherwise qualified to safely perform all essential functions of the position and if it will be done without undue hardship to the University.