

NOTICE
NOTE TO PROSPECTIVE APPLICANTS

Thank you for your interest in employment at Montana State University Billings! We welcome your application materials and appreciate your desire to work at MSU Billings.

The screening committee will begin its review of all applications after the review date listed on the vacancy announcement. Once the screening committee has completed its review of the applications, a list of finalists will be identified and invited for phone or personal interview. The review process takes a minimum of one week after the posted review date. Applicants who are not selected for an interview will be notified in writing once the recruitment process has concluded.

We recommend that you make and keep a copy of all materials you submit in the application process, as we are not able to return them to you nor will we be able to make a copy for you at a later date.

Persons with disabilities can request accommodations in the hiring and employment processes by contacting Human Resources at (406) 657-2278.

Please contact us if you have questions about our recruitment/screening process. Thanks again for your interest!



POSITION: ASSISTANT PROFESSOR – SPECIAL EDUCATION
Search #1252OCT
Full-Time, Tenure-Track Faculty Position

DEPARTMENT: Educational Theory & Practice
College of Education

DATE TO START: January 2012 or August 2012

STARTING SALARY: Dependent upon education and experience and subject to the Collective Bargaining Agreement

BARGAINING UNIT: MSU Billings Faculty Association

MONTANA STATE UNIVERSITY BILLINGS is the third largest University in Montana and is located in Montana's largest city. The Senior campus, College of Technology and Downtown campus together are home to approximately 5,500 students. The University has five colleges, which offer a wide variety of degree programs to its students. Montana State University Billings employs approximately 500 employees, who together work hard to create an outstanding University.

DESCRIPTION: The College of Education, Department of Educational Theory and Practice seeks a qualified Special Education professional to teach undergraduate and graduate courses in special education and teach courses and supervise students in the Applied Behavior Analysis program. The successful candidate will teach on campus and online courses, supervise student practica, advise students, maintain a record of scholarship and service, serve on University committees and attend meetings.

REQUIRED QUALIFICATIONS:

- Terminal degree or ABD in special education or curriculum and instruction with an emphasis in special education
- Demonstrated knowledge and experience in progress monitoring and data based decision making such as Response to Intervention
- Minimum of three years public school teaching in special education
- Applied Behavior Analysis (ABA) certification or interest and commitment to become credentialed in ABA
- Record of scholarly activity

PREFERRED QUALIFICATIONS

- Higher education teaching experience in both online and face-to-face courses
- Supervisory experience in public schools in special education
- Supervision of practicum students
- Grant writing

REVIEW DATE: Applications received by **November 7, 2011**, will be given preference review; however, the position is open filled.

APPLY: Submit: (1) a **Letter of Application** addressing the above qualifications/skills; (2) **Curriculum Vita**; (3) **Copies of Graduate Transcripts**; (4) **List of three Professional References** including names, addresses and phone numbers; and (5) the **Authorization for Background Check Form** to:

Human Resources Office/EEO-AA Office
Montana State University Billings
1500 University Drive
Billings, MT 59101-0298
Phone: (406) 657-2278; FAX: (406) 657-2120
<http://www.msubillings.edu>
employment@msubillings.edu

Criminal Background Investigation is required prior to Offer of Employment.
(In accordance with University policy, finalists for this position will be subject to criminal background investigations.)

In accordance with *The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*, the MSU Billings Crime Statistics of Specified Crimes is available for applicant review online at <http://www.msubillings.edu/security>, or can be accessed in the Human Resources Office, McMullen Hall Room 310.

MONTANA STATE UNIVERSITY BILLINGS IS AN ADA/AA/EEO EMPLOYER. Qualified women, persons from minority groups, persons with disabilities, and persons with eligible veteran status are encouraged to apply. Contact Human Resources Office, MSU Billings, for more information regarding preference or accommodation (406/657-2278/TTY).