

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 – MUSIC**
Search #1270JAN
Full time, Tenure Track Faculty Position

DEPARTMENT: **Department of Music**
College of Arts and Sciences

DATE TO START: 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.

POSITION DESCRIPTION: Tenure track position in Low Brass (with a principal performance area in Trombone). Teaching responsibilities will include an Applied Studio, Theory, Aural Skills, Orchestration, Jazz Performance, Low Brass Methods and Literature, and Technology. Successful candidate will be expected to engage in recruitment and retention of low brass music majors. This position will include departmental and campus committee participation, and development/delivery of online classes. The successful candidate is expected to share the University commitment to outcomes assessment and continuous quality improvement.

REQUIRED QUALIFICATIONS:

- Doctor of Musical Arts or Master's of Music in Applied Low Brass Performance (trombone)
- Demonstrated evidence of college experience in studio (low brass) teaching
- Demonstrated evidence of college experience with jazz ensembles and improvisation
- Demonstrated evidence of college experience in teaching theory and related topics
- Demonstrated evidence of college experience in teaching low brass pedagogy and literature
- Demonstrated evidence of college experience in teaching technology

REVIEW DATE: Applications received by **February 24, 2012**, will be given preference review; however the position is open until filled.

APPLY: Submit: (1) a **Cover Letter** addressing the above qualifications/skills; (2) **Vita**; (3) **Statement of Teaching Philosophy**; (4) a **List of Three (3) Professional References** including names, addresses and telephone numbers; (5) **Copies of College Transcripts** (certified copies will be required if offer is extended and accepted); (6) **High Quality DVD or CD of a live performance**; and (7) the **Authorization for Background Check Form** to:

Human Resources 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 accommodations (406/657-2278/TTY).