

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 – POLITICAL SCIENCE**
Search #1246OCT
Full-Time, Tenure-Track Faculty Position
- DEPARTMENT:** **Sociology, Political Science, Native American Studies &
Environmental Studies**
College of Arts & 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 located in the largest city in Montana. 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: Responsibilities include teaching upper division/graduate level public administration courses, as well as undergraduate classes in the area of public policy/US Government to service the Political Science program and Political Science teaching minor. This position is also responsible for assisting with the recruitment and admission of graduate students, advising MPA students, overseeing internships and the research and writing of professional papers. The candidate is expected to share the University commitment to outcomes assessment and continuous quality improvement.

REQUIRED QUALIFICATIONS:

- Ph.D. in Political Science, Public Administration, or Public Policy or evidence of advanced ABD
- Demonstrated excellence in teaching
- Demonstrated experience in research and public service activities

PREFERRED QUALIFICATIONS:

- Teaching experience beyond assistantship

REVIEW DATE: Applications received by **November 30, 2011**, will be given preference review; however, the position is open filled.

APPLY: Submit: (1) a **Letter of Application** addressing the above qualification/skills; (2) **Curriculum Vita**; (3) **Copies of Graduate Transcripts**; (4) a **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).