

*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:**                    **COMPUTER PROGRAMMING & APPLICATION DEVELOPMENT INSTRUCTOR**  
**Search #1273JAN**  
Full-time Instructor, Tenure Track Faculty Position

**DEPARTMENT:**            **College of Technology**

**DATE TO START:**        August 2012

**STARTING SALARY:**    Commensurate with education and experience

**BARGAINING UNIT:**    Vocational-Technical Educators of Montana #4610

**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:**    Responsibilities include teaching up to 30 semester credit hours per academic year and participating in the following: curriculum and course development, including the development and delivery of online classes and teaching at non-traditional times;

MSU Billings and College of Technology committee assignments and activities; grant activities; and recruiting and advising students.

Successful applicants for employment will be expected to use their skills to assist in recruiting, retaining and contributing to the success of our students as well as participating in ongoing efforts to improve the quality of our learning-center environment.

MSU Billings is a place for active and engaged students. Our employees are expected to be no different. Student and institutional success is directly related to the quality of the educational experience, from advising to business services to classroom lectures to facilities management.

Full-time, tenure track faculty are expected to maintain a commitment to Continuous Quality Improvement(CQI) of all services, programs, procedures and interactions that employees have with students, family members, staff, faculty members, community partners, colleagues and guests.

### **REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Computer Science OR Bachelor's degree in other area and 5 years of current, relevant work experience appropriate to the program
- Demonstrated knowledge of a variety of operating systems
- Demonstrated knowledge and experience in application development
- Demonstrated ability to program using a language (e.g. SQL) for accessing and manipulating databases, such as DB2, Oracle or Sybase
- Demonstrated effective verbal and written communication skills
- Demonstrated ability to relate well to people of varying ages and backgrounds

### **PREFERED QUALIFICATIONS:**

- Master's degree in computer programming or closely related field
- Familiarity with fourth-generation and fifth-generation languages which involve graphic user interface and systems programming
- Computer industry certification, e.g. Microsoft® Certification/s in Application Development/Solution Development; Sun Microsystems ® Certifications including .NET, Visual Basics, Java and C++
- Demonstrated knowledge of Windows operating systems, network storage solutions, database environments, wired and wireless network environments, information technology standards, and security policies
- Educational background in instructional methodology
- Demonstrated experience using new and emerging technologies within program curriculum
- Demonstrated experience in online course development and delivery
- Demonstrated ability to effectively collect and aggregate data and use the results to inform future decisions for the classroom and program
- Demonstrated experience teaching computer programming courses at a two-year technical or community college

- Demonstrated ability to develop relationships and partnerships with local/regional technology/computer companies

**REVIEW DATE:** Applications received by **March 5, 2012** will be given preference review; however, the position is open until filled.

**APPLY:** Submit: (1) a **Cover Letter** specifically addressing the above qualifications/skills; (2) a **Curriculum vita (Resume)**; (3) **Copies of College Transcripts** (certified copies will be required if offer is extended and accepted); (4) **Copies of Professional Certifications**; (5) a **List of Three Professional References** including names, addresses, and phone numbers; and (6) the **Authorization for Background Check Form** (available at <http://www.msubillings.edu/humres/forms/Authorization%20Background%20Check%20A%20Check.pdf>) 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](mailto: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).