

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: DEAN – COLLEGE OF BUSINESS
Search #1266DEC
Full-time, Board of Regents Contract Position

DEPARTMENT: College of Business

DATE TO START: July 1, 2012

SALARY: Commensurate with education and experience and subject to the Collective Bargaining Agreement

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 a 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. The College of Business is AACSB accredited.

Montana State University Billings is seeking nominations and applications for the position of Dean of the College of Business. The Dean of the College of Business is the chief advocate for the mission and purpose of the college's academic programs. The Dean of the College of Business promotes professional development, faculty research, and other scholarly and creative activity.

DESCRIPTION: MSU Billings is seeking a visionary, collaborative, entrepreneurial, competent and successful academic leader. The Dean's responsibilities include leading the development, evaluation, and administration of the college curriculum on campus and online. The Dean must be an involved community leader, committed to building partnerships with business and industry, and play a central role in fundraising for the College of Business. The successful candidate will be a leader comfortable with delegating authority while maintaining accountability for results; and have sufficient administrative experience to provide inspiring leadership. The Dean reports to the Provost/Vice Chancellor for Academic Affairs and works in consultation with a Deans' Council that is open, innovative and thoughtful.

REQUIRED QUALIFICATIONS:

- Earned terminal degree from an accredited institution
- Proven leadership with progressively responsible administrative experience in a college of business
- Demonstrated significant administrative experience at an AACSB accredited institution
- Demonstrated commitment to maintain high academic standards and faculty scholarship in support of AACSB reaccreditation
- Proven records of leadership and community engagement
- Demonstrated knowledge of and experience with online educational programs and services
- Proven fiscal/budgetary experiences that demonstrate an understanding of the complexities of higher education and demonstrate the ability to develop, recommend, and administer the college budget
- Proven ability to advise the Provost/Vice Chancellor in academic, budget, facilities, and support matters
- Proven ability to communicate effectively and build relationships across disciplines and within the community
- Demonstrated commitment to fundraising
- Proven commitment to engaging in the use of technologies that improve learning

PREFERRED QUALIFICATIONS:

- Doctorate in an area of one of the disciplines of the college
- Proven experience developing an MBA program

- Proven ability to develop new revenue generating programs
- Demonstrated experience with AACSB reaccreditation activities
- Demonstrated experience with collective bargaining
- Demonstrated experience recruiting and retaining diverse students
- Proven record of recruiting, retaining, developing, and supporting high performance faculty and staff
- Proven record of scholarly activity and effective teaching

REVIEW DATE: Applications received by **February 1, 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) **Curriculum Vita**; (3) **Copies of College Transcripts**; (4) **Three (3) 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, 310 McMullen Hall.

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).