

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: **DIESEL TECHNOLOGY INSTRUCTOR**
Search #1274JAN
Full-time Instructor, Tenure Track Faculty Position

DEPARTMENT: **College of Technology**
Transportation and Industry

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.

REQUIRED QUALIFICATIONS:

- Associate's degree in Diesel Technology and Bachelor's (BA, BS, BSLS, or BAS) degree in related area OR Bachelor's degree in Diesel Technology
- Three (3) years of current relevant work experience appropriate to the program
- Automotive Service Excellence (ASE) Heavy Duty Truck Master certified required within three (3) months of hire
- Demonstrated experience with alternative energy sources used with compression ignition engines
- Demonstrated experience working with oxy/acetylene and arc welding
- Demonstrated effective verbal and written communication skills with the proven ability to relate well to people from a variety of backgrounds

PREFERED QUALIFICATIONS:

- Master's degree in related field with a minimum of two (2) years of current, relevant work experience appropriate to the program
- Educational background in instructional methodology
- Demonstrated experience teaching diesel technology courses at a two-year technical or community college
- Demonstrated experience teaching blended courses or online courses
- Demonstrated experience using technology in a training or classroom setting
- Demonstrated teaching/training excellence in a NATEF accredited diesel program
- Demonstrated experience with mobile air conditioning
- Demonstrated ability to develop relationships and partnerships with local/regional heavy duty truck and equipment repair facilities
- Demonstrated experience with conversion of fuel systems to alternative fuels

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 ASE 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

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).