

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: **DIRECTOR – JACKETS AND COMPANY**
Search #1250OCT
Full-time, year-round Professional position

DEPARTMENT: **Jackets and Company**

DATE TO START: December 1, 2011

STARTING SALARY: Commensurate with education and experience

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: This position serves as director of Jackets and Company, the campus stores retail organization of Montana State University Billings consisting of three retail outlets, one at the East campus, one at the West campus and one online web retail store. The retail outlet at the East campus consists of the retail store, convenience store, copy center and electronics center. Jackets and Company generates in excess of \$3.5 million in sales annually. The Director of Jackets and Company is a professional position within the Student Affairs Division and reports directly to the Director of Auxiliary Services and Student Life and indirectly to the

Vice Chancellor of Student Affairs. The position provides direction to a team consisting of seven full-time contract and up to 10 part-time hourly employees. The incumbent in this position will be responsible for the oversight, planning and implementation of a new Jackets and Company retail location on the Senior campus to include new convenience store and copy center services.

REQUIRED QUALIFICATIONS:

- Bachelor's degree with emphasis in management, marketing or accounting
- Three plus years progressive experience in managing or leading a university campus store or similar retail operation with emphasis in strong customer service
- Demonstrated experience in budget development and management; management of fiscal operations in a retail setting to include cash control, inventory management and sales analysis
- Demonstrated strong communication and leadership skills
- Demonstrated strong organizational, time management and problem-solving skills
- Demonstrated advanced relationship building and customer outreach
- Demonstrated experience in development of marketing campaigns and programs
- Demonstrated ability to lead and influence a team
- Demonstrated experience working with student organization, campus groups, community or similar, and major event planning
- Demonstrated experience in the acquisition and marketing of goods and services in a retail environment
- Demonstrated experience in the management of a point-of-sale computer system (preferably – MBS systems)
- Demonstrated experience and strong understanding of current and future technology trends as they relate to the academic market
- Working knowledge of Microsoft products

PREFERRED QUALIFICATIONS:

- Demonstrated knowledge of governmental and retail accounting policies and procedures
- Demonstrated knowledge of the university store industry, operations, and trends
- Demonstrated knowledge of and experience with effective advertising and promotion techniques
- Demonstrated ability to perceive situations and ability to work as a group member to build cooperative effort in an organization
- Demonstrated knowledge of web design principles and procedures and ability to use this media to enhance sales and customer outreach
- Demonstrated knowledge of current technology trends and markets
- Demonstrated strong understanding of diversity in an academic environment
- Demonstrated knowledge of university store industry principles and operations

REVIEW DATE: Applications received by **November 7, 2011**, will be given preference review; however, the position is open until filled.

APPLY: Submit: (1) a **Letter of Application** addressing the above qualifications/skills; (2) **Resume**; (3) a **List of Three (3) References** including names, addresses, and phone numbers; and (4) 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 accommodation (406/657-2278/TTY).