

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: **ESL INSTRUCTOR – IELP (2 Positions)**
Search #1276JAN
Full time, Professional Position, Letter of Appointment

DEPARTMENT: **International Studies and Outreach**

DATE TO START: As soon as possible after filled

STARTING SALARY: Dependent upon 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 will work up to 40 hours per week of instruction and tutoring time in one or more of the IEL program content areas: English grammar, reading, writing, speaking, and listening as determined by the level of the program and the "Individualized Education Plan" for student development. This position will assist with the planning, development, delivery, evaluation and continuous quality improvement of the program's courses and learning outcomes. This position may be asked to perform additional responsibilities as needs arise within the program and/or office.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Education
- Two years of previous working and teaching experience with international students and international study programs in a higher education setting
- Demonstrated ability to prioritize, work independently and manage multiple projects concurrently
- Demonstrated lesson planning and curriculum development for ESL learners

PREFERRED QUALIFICATIONS:

- Certification in ESL
- Demonstrated previous work experience teaching ESL learners
- Demonstrated knowledge of English as a Second Language programs
- Demonstrated experience working with faculty, staff, administrators, domestic students and foreign students in a higher education setting
- Master's degree in TESOL or related field or TESL certification by an accredited program or university

REVIEW DATE: Applications received by **February 15, 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) **Resume**; (3) a **List of Three Professional References** including names, addresses, and phone numbers; and (4) 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, 310 McMullen.

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).