

## **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:**                    **ASSISTANT DIRECTOR**  
**SEARCH #0143MAY**  
Full-time, year-round, Professional position

**DEPARTMENT:**            **Human Resources/EEO-AA Office**  
Division of Administrative Services

**DATE TO START:**        As soon as possible after closing

**STARTING SALARY:**    Commensurate with qualifications and experience.

**CAMPUS DESCRIPTION:** Montana State University Billings is the third largest University in Montana located in the largest city in Montana. The East campus and College of Technology together are home to approximately 5,000 students. With six colleges being a part of the campus, the University offers a wide variety of degree programs to its students. Montana State University Billings also employs around 500 employees, who together work hard to create an outstanding University for both students and employees.

**POSITION DESCRIPTION:** This HR Generalist position is responsible for handling employee and labor relations including consultation on HR policies, procedures, State and Federal employment laws, and collective bargaining agreements. The Assistant Director is also responsible for administration of the staff compensation and performance management program, overseeing the recruitment and benefit functions, compiling and analyzing data and completing annual regulatory reports and participates on campus and

University system committees which may include some travel. In the absence of the Director, the Assistant Director assumes the responsibilities of the Director.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in relevant discipline and progressively responsible HR experience, or equivalent combination of education and experience.
- Experience with employee relations.
- Demonstrated understanding, knowledge and the ability to interpret human resources policies, procedures and State and Federal employment laws.
- Evidence of knowledge of all HR functions, with emphasis on benefits administration, recruitment and selection, employee relations, compensation administration, and performance development.
- Ability to develop and manage various projects, including the ability to conduct research, summarize findings, plan and implement various HR projects.
- Extensive experience with standard office software and database programs.
- Evidence of strength in following areas: oral and written communication, analytical and organizational skills, interpersonal relations, and service orientation.
- Evidence of ability to exercise sound judgment and make effective decisions

**PREFERRED QUALIFICATIONS:**

- Experience in HR within an institution of higher education.
- Experience working in HR within a unionized environment
- Experience with training and professional development programs

**REVIEW DATE:** Applications received by **June 21, 2010** will be given preference review; however, the position is open until filled.

**APPLICATION PROCESS:** Submit 1.) a **Letter of Application** addressing each of the above qualifications, 2) **Resume**, 3.) a **List of Three (3) Current References** including names, addresses and telephone numbers and the 4.) **Authorization for Background Check Form** to:

Human Resources 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 accommodations (406/657-2278/TTY).