

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:** Sustainable Energy Technology Instructor  
Search #0149JUN  
Full-time Instructor, Renewable, Non-Tenure Track Position  
College of Technology

**DEPARTMENT:** Transportation, Welding, Business, and Sustainable Energy Technology

**SALARY:** Commensurate with education and experience

**DATE TO START:** August 24, 2010 (anticipated)

**BARGAINING UNIT:** Vocational-Technical Educators of Montana #4610, MFT, AFL-CIO

**DESCRIPTION:** Responsibilities include the following: teach up to a maximum of 30 credit hours per academic year and/or 25 contact hours per week in both the classroom and laboratory setting; serve as program coordinator, instructor, student program advisor, and internship coordinator for the Sustainable Energy Technician Program; ensure curriculum development is complete; develop supportive relationships with community and regional industries and labor organization (IBEW); work with local, state, and national organizations in order to gain program accreditation; participate in MSU Billings and College of Technology committee assignments and student recruitment activities. This position will also be responsible for non-credit activities, grant writing, and other fund raising activities. This faculty member will participate in Continuous Quality Improvement activities and could teach non-traditional hours and/or online as needed or warranted.

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-centered environment.

MSU Billings is a place for active and engaged students. Our employees are expected to be no different. Student and institutional success is directly related to the quality of the educational experience, from advising to business services to classroom lectures to facilities management.

Full-time faculty are expected to maintain a commitment to Continuous Quality Improvement (CQI) of all services, programs, procedures and interactions that employees have with students, family members, staff, faculty members, community partners, colleagues and guests.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in related field with three years experience in energy related field  
OR  
Master's degree in applicable field
- Experience with basic mechanical and electrical operations
- Working knowledge of industrial and energy operations
- Effective oral and written communication skills
- Ability to work with a diverse population of students of varying ages and backgrounds
- Computer literacy skills
- A background in instructional methodology is required or requires course enrollment after employment

**PREFERRED QUALIFICATIONS:**

- Master Electrician or Professional Engineer licensure
- Experience teaching at a two-year technical or community college
- Experience in curriculum development and assessment

**DEADLINE:** Preference review given to applications received **July 8, 2010**; however, position is open until filled.

**APPLICATION PROCESS:** Submit 1.) a **Letter of Application** addressing the above qualifications, 2.) a **Curriculum Vita** (Resume), 3.) a **Copy of college transcripts**, 4.) a **List of three (3) professional references** including names, addresses, and phone numbers and 5.) the **Authorization for Background Check Form** to:

Human Resources/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>

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, Rm 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).