

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: **COMPUTER PROGRAMMING AND APPLICATIONS
DEVELOPMENT INSTRUCTOR**
Search #1113AUG
Full-time Instructor, Renewable Non-tenure Track position

DEPARTMENT: **College of Technology**

DATE TO START: August 2010

STARTING SALARY: Dependent upon education and experience and subject to the
collective bargaining agreement.

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

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 5,000 students. The University has six 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 credit hours per year; participating in curriculum and course development, including the development and delivery of online classes and teaching at non-traditional times; participating in MSU Billings and College of Technology committee assignments and activities as appropriate.

Full-time, non-tenure track 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.

As appropriate, 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.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree in computer programming with a minimum of five (5) years of current, relevant work experience appropriate to the program.
- Demonstrated knowledge and experience in applications development.
- Familiarity with fourth-generation and fifth-generation languages which involve graphic user interface and systems programming.
- Extensive knowledge of a variety of operating systems.
- Ability to program using a language (e.g. SQL) for accessing and manipulating databases, such as DB2, Oracle or Sybase.
- Educational background in instructional methodology is required or requires course enrollment after employment.
- Effective verbal and written communication skills.
- Ability to convert practical aspects of computer systems technology into cohesive academic units.
- Ability to integrate the use of technology into the curriculum including the mode of online delivery and at non-traditional times.

PREFERED QUALIFICATIONS:

- Master's Degree in computer programming (or Master's Degree in a closely related field with at least 18 graduate credits in Computer Science) with a minimum of two (2) years of current, relevant work experience appropriate to the program
- Certification in programming languages, with an emphasis on object-oriented programming languages and tools.
- Computer industry certification, e.g. Microsoft® Certification/s in Application Development/Solution Development; Sun Microsystems ® Certifications including .NET, Visual Basics, Java and C++.
- Progressive, collaborative and innovative leadership style.
- Ability to effectively collect and aggregate data and use the results to inform future decisions and address the continuous quality improvement process.

- Experience teaching computer programming courses at a two-year technical or community college.
- Demonstrated ability to develop relationships and partnerships with local/regional technology/computer companies.

REVIEW DATE: Applications received by **August 10, 2010**, will be given preference review; however, the position is open until filled.

APPLY: Submit **Letter of Application** specifically addressing the above qualifications/skills, a **Curriculum vita (Resume)**, **Copies of College Transcripts** (certified copies will be required if offer is extended and accepted), **Copies of Professional Certifications (if applicable)**, a **List of Three Professional References** including names, addresses, and phone numbers, and 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, 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).