

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:** **INSTRUCTIONAL DESIGNER**
Search #2011-11
Full Time, Montana University System (MUS) Contract position
- DEPARTMENT:** **Office of Information Technology**
- DATE TO START:** As soon as possible after closing
- 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 5,000 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.

POSITION DESCRIPTION: Montana State University Billings invites applicants for Instruction Designer. Primary duties include actively reaching out to faculty to assist in designing effective web-based learning environments; developing multi-media instructional classes, tutorials, and learning objects for use in faculty training; and evaluating the instructional effectiveness and quality of web-based and web-enhanced courses. The Instructional Designer is responsible for the design and evaluation of multi-media resources; they will collaborate with other members of the IT team for production and implementation of

the products. This position is also responsible for conducting design-related faculty professional development workshops. The Instructional Designer is responsible for ongoing training and support of individual faculty members. The position will also teach one course each semester in the Educational Technology masters program. The position will answer directly to the Chief Information Officer.

This position is expected to share the University's commitment to continuous quality improvement. Supporting and engaging in the University's continuous quality improvement course of action is expected.

REQUIRED QUALIFICATIONS:

- Master's degree in Instructional Technology, Instructional Design, or related field from an accredited college or university
- Three (3) years' experience in related work environment with distance education technologies and instructional design
- Demonstrated experience as the instructor of record in teaching online courses
- Design and conduct needs assessments using a variety of assessment methods
- Working knowledge of Desire2Learn or comparable online course management system
- Knowledge of emerging technologies utilized in online and blended learning environments
- Demonstrated knowledge of accessibility issues and ADA requirements as applied to online education
- Solid understanding of instructional design and learning theories and ability to communicate them effectively to faculty
- Strong project management skills, including the ability to supervise and track multiple ongoing projects simultaneously
- Excellent public speaking skills, including the ability to provide training sessions for large and small groups
- Proficient user of multi-media authoring tools, video and audio editing skills
- Ability to establish and maintain cordial and effective communications with faculty, departments, colleges, and other campus stakeholders

PREFERRED QUALIFICATIONS:

- Demonstrated knowledge of accessibility issues and ADA requirements as applied to online education
- Preference will be given to applicants with a Doctoral degree in Instructional Design, Instructional Technology or related field.

REVIEW DATE: Applications received by **September 27, 2010**, will be given preference review; however, the position is open until filled.

APPLY: Submit 1) **Letter of Application** *specifically* addressing the above qualifications/skills, 2) **Resume**, 3) a **List of Three Professional References** including

names, addresses, and telephone 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, 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).