

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:

PROJECT COORDINATOR II

Search #1129SEP

Part-time, 0.5 FTE

DEPARTMENT:

MONTANA CENTER ON DISABILITIES

DATE TO START:

As soon as possible after closing

STARTING SALARY:

\$12.033/hour until training criteria is met. After training criteria is met, wages will increase to \$13.37/hour.

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:

Montana State University Billings, the Montana Center on Disabilities WIPA project is part of the Ticket to Work and Work Incentives Improvement Act that was established in 1999. The goal of the Work Incentives Planning and Assistance (WIPA) project is to help Social Security Disability beneficiaries understand and utilize employment supports and work incentives so they can achieve their employment/vocational goals. This position will be a Community Work Incentive Coordinator (CWIC) for the subcontract with the Montana

Department of Public Health and Human Services. This is a grant funded position, based in Billings and will be working from the Montana Center on Disabilities office.

REQUIRED QUALIFICATIONS:

- B.A. or B.S. in a Human Service area
- Ability to prioritize and multi-task
- Knowledge of Microsoft computer programs
- Ability to write in a clear and concise manner
- Ability to work independently
- Ability to drive and travel
- Ability to work with diverse populations
- Ability to communicate effectively in individual and group settings
- Ability to present to groups in a workshop setting and to larger audiences statewide
- Knowledge of community and employment resources that assist individuals with disabilities

PREFERRED QUALIFICATIONS:

- MS in Human Service area

REQUIRED TRAINING CRITERIA:

- Complete initial CWIC training
- Clear Federal background check
- Ability to complete initial intake process

REVIEW DATE: Applications received by **September 17, 2010**, will be given preference review; however, the position is open until filled.

APPLY: Submit: 1) **Letter of Application** addressing the above qualifications/skills, 2) **MSU Billings Employment Application**, 3) **Resume**, 4) **List of Three Professional References** including names, addresses, and phone numbers, and the 5) **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).