

*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:**                    **ACADEMIC COORDINATOR (ACADEMIC ADVISOR II)**  
Search #1116AUG  
Full time, year round position

**DEPARTMENT:**            **STUDENT OPPORTUNITY SERVICES/TRiO Program**  
**Federal Student Support Services/TRiO Program**  
Division of Student Affairs Services

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

**STARTING SALARY:**    \$12.871/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.

**DEPARTMENT DESCRIPTION:** The Student Opportunity Services/TRiO program is funded by the US Department of Education. The purpose of SSS is to provide opportunities for academic development, assist students with basic college requirements, and serve to motivate students towards the successful completion of their post secondary education. The

goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next.

**POSITION DESCRIPTION:**

The Academic Coordinator (AC) is responsible for implementing the tutoring component of the SSS Project. This person coordinates all program tutoring, including (but not limited to) the recruiting, training, and supervision of tutors and the operation of study groups. The AC provides supplemental instruction and plans academic success workshops for the success of SSS Project students. Duties will be to promote learning and retention through activities such as tutoring, career counseling, advocacy, referrals, reporting and tracking student progress, promoting equal access and fair outcomes, public speaking, individual counseling, presentation preparation and delivery, promotion services to the campus, academic counseling, admissions information (undergraduate and graduate level), financial aid consultation, telephone conferencing, goal/motivation guidance, computer data entry, supervision of student tutors, maintain effective record keeping, and submit monthly reports to the Director. Finally, the Academic Coordinator maintains effective working relationships with the faculty, administrators, academic advisors, and students; and other duties as assigned. Continuation of the position is contingent upon federal funding.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in Education or related area
- Ability to work with individuals, or groups in areas of instruction and tutoring. Must be able to tutor SSS participants in at least one subject area, such as math, biology, statistics, chemistry, accounting, economics or other general education requirement courses
- Previous supervisory experience
- Understanding and ability to advise students academically
- Ability to assist students with college preparation and planning
- Knowledge of computers and software (Microsoft Office, Internet, etc.)
- Demonstrated excellence in written and oral communication skills.
- Experience in organizing and prioritizing simultaneous work assignments to meet deadlines
- Experience in exercising initiative, good judgment and independent decision making
- Must have good interpersonal skills and a team player

**PREFERRED QUALIFICATIONS:**

- Teaching experience is helpful, preferably in an institution of higher education
- Two years' work experience or participation in a TRiO program preferred OR two years' experience working with low-income, first-generation or disabled students

**REVIEW DATE:** Applications received by **August 23, 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) **Resume**, (3) **MSU Billings Application**, a (4) **List of Three Professional References** including names, addresses, and phone numbers, (5) **Two Letters of Recommendation** and the (6) **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](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 accommodation (406/657-2278/TTY).