

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: ASSISTANT MEN’S BASEBALL COACH
SEARCH #1127AUG
Half-time, year-round, Professional position

DEPARTMENT: Athletics

DATE TO START: As soon as possible after closing

STARTING SALARY: Commensurate with qualifications and experience.

CAMPUS DESCRIPTION:

Montana State University Billings is the third largest University in Montana located in the largest city in Montana. The East campus and College of Technology together are home to approximately 5,000 students. With six colleges being a part of the campus, the University offers a wide variety of degree programs to its students. Montana State University Billings also employs around 500 employees, who together work hard to create an outstanding University for both students and employees.

POSITION RESPONSIBILITIES:

MSUB is a member of the Great Northwest Athletic Conference and competes at the NCAA Division II level with men’s and women’s varsity teams in basketball, soccer, cross country, indoor track and field, outdoor track and field, tennis, golf, plus women’s volleyball, softball, and baseball, plus co-educational cheerleading.

- The Assistant Baseball Coach reports to the Head Baseball Coach and is responsible for assisting the Head Baseball Coach in all aspects of the NCAA Division II intercollegiate baseball program, including:
- Recruiting and retaining qualified student-athletes and then mentoring them in their academic performance to assure their academic success and timely progress toward degree completion and graduation;

- Coaching and supervising the baseball team during scheduled practices, games, and other events and developing strategies to ensure the appropriate personal and social conduct on-campus and off-campus of the student-athletes, assistant coach(es), and head coach, including, but not limited to, exemplary sportsmanship;
- Making schedule recommendations to the Athletic Director and planning the team's travel arrangements in consultation with the Athletic Director;
- Maintaining responsibility for expense control compliance with all baseball program expenditures and staying within approved budget parameters;
- Directing the baseball program within all NCAA and conference rules and regulations, as well as all state, university, and departmental policies, procedures, and regulations;
- Developing strategies to motivate maximum level of individual and team athletic performance required to build and maintain a competitive, high quality, NCAA Division II baseball program;
- Developing strategies to ensure the establishment of a safe environment for the baseball student-athletes, including but not limited to education on and methods for discussing and resolving harassment and discrimination;
- Promoting the athletic program both on-campus and off-campus and actively participating in and contributing professionally to the Athletic Department, the university, and the Billings community;
- Fund-raising within the community, coordinated with the Athletic Director, and meeting established fund raising goals for the baseball program;
- Planning and conducting baseball camps, clinics, leagues, lessons, and tournaments, coordinated with the Athletic Director;
- Establishing and maintaining an active Yellowjacket Baseball Booster Club (under the umbrella of the Yellowjacket Athletic Association);
- Teaching university course(s) within an academic discipline (optional); and
- Fulfilling other related duties and responsibilities as assigned by the Athletic Director.

REQUIRED QUALIFICATIONS:

- Proven coaching ability.
- Ability to recruit qualified and retain qualified student-athletes and to facilitate timely progress toward graduation.
- Effective oral and written communication skills.
- Effective computer skills.
- Sound human relations skills in dealing with student-athletes, university personnel, corporate sponsors, boosters, parents of student-athletes, and members of the off-campus community.
- Ability to operate an intercollegiate baseball program within budget parameters.
- Ability to raise funds within the community.

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited college or university.
- Thorough knowledge of NCAA Division II rules and regulations.

REVIEW DATE: Applications received or postmarked by **September 13, 2010** will be given preference review; however, position is open until filled.

APPLICATION PROCESS: Submit 1.) a **Letter of Application** addressing each of the above qualifications, 2) **Resume**, 3.) a **List of Three (3) Current References** including names, addresses and telephone numbers and the 4.) **Authorization for Background Check Form** to:

Human Resources 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 accommodations (406/657-2278/TTY).