

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: **CIRCULATION TECHNICIAN**
Search # 1123AUG
Full-time, Year-round position

DEPARTMENT: **Library**
Academic Affairs

SALARY: **\$11.843/hr plus benefits**

DATE TO START: As soon as possible after closing

BARGAINING UNIT: Montana Public Employees Association (MPEA)

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: The Circulation Technician in the Library has responsibility for carrying out numerous functions that ensure access to library and information resources for the use of students, faculty, and other library users. This includes checking books in and out, preparing reserve materials, and providing a high level of customer service at a busy public desk. The Circulation Technician reports to the Technical & Access Services Librarian.

REQUIRED QUALIFICATIONS:

- High School Diploma or equivalent.
- Excellent verbal and written communication skills, and ability to work well with library users, including students, faculty, staff, and community members.
- Ability to work as a team member, sharing responsibility for the smooth operation of the Circulation and Technical & Access Services areas.
- Experience in working in a fast-paced environment where accuracy, attention to detail, and the ability to make decisions are vital.
- Able to physically handle materials, which may include lifting and moving boxes, books, and book carts.
- Experience working in an environment where technology and applications change continuously.

PREFERRED QUALIFICATIONS:

- Bachelor's Degree
- Recent library work experience
- Work experience in a higher education environment
- Experience with Sirsi/WorkFlows or similar bibliographic management system

REVIEW DATE: Applications received by **September 7, 2010**, will be given preference review; however, the position is open filled.

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