

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:** Computer Desktop/Network Support Instructor  
Search #2011-13  
Full-time Instructor, Tenure Track faculty position

**DEPARTMENT:** Computer Technology and Industry  
College of Technology

**SALARY:** Commensurate with education and experience

**DATE TO START:** August 24, 2010 (anticipated)

**BARGAINING UNIT:** Vocational-Technical Educators of Montana #4610, MFT, AFL-CIO

**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 DESCRIPTION:** Responsibilities include teaching up to 30 credit hours per year; participating in curriculum and course development, including the development and delivery of online classes and teaching at non-traditional times; participating in MSU-Billings and College of Technology committee assignments and activities; seeking outside resources to program support, student recruitment, and applying scholarship and community service.

Successful applicants for employment will be expected to use their skills to assist in recruiting, retaining and contributing to the success of our students as well as participating in ongoing efforts to improve the quality of our learning-centered environment.

MSU Billings is a place for active and engaged students. Our employees are expected to be no different. Student and institutional success is directly related to the quality of the educational experience, from advising to business services to classroom lectures to facilities management.

Full-time, tenure track faculty are expected to maintain a commitment to Continuous Quality Improvement (CQI) of all services, programs, procedures and interactions that employees have with students, family members, staff, faculty members, community partners, colleagues and guests.

**REQUIRED QUALIFICATIONS:**

- Bachelor's degree in computer science or related field
- Five years of applicable work experience
- Knowledge of operating systems (Linux, Windows, MacOS), network and tape based storage solutions, database environments, wired and wireless network environments, information technology standards, and security policies
- Effective verbal and written communication skills
- Proven ability to relate well to people of varying ages and backgrounds
- Ability to convert practical aspects of computer systems technology into cohesive academic units.
- Experience with monitoring the overall health of computer systems and networks to assure availability

**PREFERRED QUALIFICATIONS:**

- Master's degree in computer science or related field
- Possession of information technology industry-wide standard certification such as: Microsoft Certified Professional (MCP); MCDST certification; A+ Essentials exam; A+ IT Technician; A+ Remote Support; A+ Depot; CompTIA Network+
- Educational background in instructional methodology
- Experience managing a college computer classroom
- Experience teaching computer courses at a two-year technical or community college
- Experience teaching online and at non-traditional times
- Ability to conduct research and develop creative uses of new and emerging technologies within program curriculum
- Experience budgeting for all program equipment, facilities and supply needs
- Experience in development of proactive capacity planning for systems and networks.
- Demonstrated ability to develop relationships and partnerships with local/regional technology/computer companies

**DEADLINE:** Preference review given to applications received **August 9, 2010**; however, position is open until filled.

**APPLICATION PROCESS:** Submit **1.) a Letter of Application** addressing the above qualifications, **2.) a Curriculum Vita** (Resume), **3.) a Copy of college transcripts**, **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/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>

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 accommodations (406/657-2278/TTY).