

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: **FACULTY – Nursing Program**
Search #1120AUG
Full-time, Tenure Track, Faculty Position

DEPARTMENT: College of Technology, Health Occupations

DATE TO START: Spring Semester 2011 (January)

SALARY: Commensurate with education and experience and subject to the
VTEM collective bargaining agreement.

BARGAINING UNIT: Vocational-Technical Educators of Montana (VTEM)

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 successful applicant will serve as a faculty member in the nursing program and assist the faculty team in the development, implementation and accreditation of an associate degree nursing curriculum. Responsibilities will include teaching nursing courses in the practical nursing program and the newly developed associate degree nursing program, as well as providing skills lab coordination and clinical instruction in the **Maternal Child** areas. This position will teach approximately 30 semester credit hours of classes per academic year with duties to be assigned in regard to curriculum development. The position requires organizing, administering, continuously reviewing, planning and developing curriculum for students enrolled in the Nursing Pathway Program. This faculty member could teach non-traditional hours and/or online as needed or warranted. This faculty member will also be involved in securing external support for the Nursing program and the University, such as establishing partnerships, recruiting, seeking grant funding and equipment donations.

Beginning August 24, 2010 through May 4, 2011 the successful candidate will assume VTEM faculty duties and work schedule.

Montana State University Billings is committed to Continuous Quality Improvement of all services, programs, procedures and interactions that employees have with students, family members, staff, faculty members, community partners, colleagues and guests. The Nursing Program faculty will be expected to participate in efforts to continually improve the delivery of services for all constituencies served by the college. Using CQI methods, he or she will make curricular adjustments as required to ensure the program's success.

QUALIFICATIONS:**Required:**

- A current unencumbered license to practice professional nursing in Montana;
- Bachelor's of Science Degree in Nursing from an accredited institution;
- Current enrollment in a Master's of Science Degree in Nursing from an accredited institution;
- Two years nursing experience in a professional nursing practice within the last five years;
- Educational background in instructional methodology or enrollment in an instructional methodology course after hire;
- Clinical competency in general nursing skills;
- Ability to develop and deliver core curriculum related to nursing;
- Effective verbal and written communication skills with proven ability to relate well to students of varying ages and backgrounds;
- Ability to work collaboratively with community and health care entities as well as other colleges of the University system;
- Must be comfortable using technology;
- The ability to effectively collect and aggregate the data and disseminate the results to inform future decisions and address the continuous quality improvement process.

Preferred:

- A Master's of Science Degree in Nursing
- Experience in **Maternal Child** Nursing;

- Demonstrated teaching/training excellence in an accredited registered nurse or practical nursing program;
- Existing relationships and partnerships with Montana Healthcare facilities, Nursing Associations, and/or State Board of Nursing Programs;
- Experience in distance education including web-based course delivery and interactive television;
- Experience in preparation of project grants/applications/reports and fiscal management of federally funded projects; and
- Supervisory experience and management skills.

REVIEW DATE: Applications received by **October 26, 2010**, will be given preference review; however, the position is open until filled.

APPLY: To be considered for the position, applicant must submit: **Letter of Application** addressing the above qualifications/skills, **Resume**, **Copies of College Transcripts** (unofficial fine for application, but official copies will be required if offer is extended and accepted), **Copy of RN License**, a **List of Three (3) References** including names, addresses, and phone numbers and 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, Student Union Building, Room 225.

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).