

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: **EXECUTIVE DIRECTOR OF MSU BILLINGS EXTENDED CAMPUS Search**
Full-time, Board of Regents Contract Position

DEPARTMENT: **Academic Vice Chancellor**

DATE TO START: August 15, 2012 preferred

SALARY: Commensurate with education and experience

Montana State University Billings is seeking a visionary and dynamic leader to be the Executive Director of MSU Billings Extended Campus. Montana State University Billings is the third largest University in Montana and is located in Billings, Montana's largest city with a population of approximately 114k, Yellowstone County 148K. The University campus, College of Technology and Downtown campus, which together are home to approximately 5,500 students and employs approximately 600 employees, to create an

outstanding University. The University has five colleges, which offer a wide variety of degree programs to its students.

As a regional state university and one of the campuses in the land grant institution for the state of Montana, Montana State University Billings bears a major responsibility to provide continuing education, professional development activities, workforce training and development, community, enrichment and other extended accesses of learning and discovery to the public. The administration of this activity is charged to the MSUB Extended Campus in partnership with various Academic Affairs, Student Affairs and Administrative Services units. MSU Billings is restructuring to focus on the management and delivery of Continuing Education and associated activities in the MSU Billings Extended Campus. In the past year, the Extended Campus hosted activities such as workforce development, professional development activities, community enrichment activities, educational/informational products, or contract training, serving nearly 12,000 participants, hosting 200 events, and managed numerous postgraduate professional education programs. Substantial growth is anticipated for these activities and associated revenue as the Extended Campus model is fully implemented.

DESCRIPTION: The Executive Director reports to the Provost and Vice Chancellor for Academic Affairs. The Executive Director's primary responsibility is to provide vision and leadership to Extended Campus and to serve as an official administrator on the University's Provost Council. The Executive Director works with faculty and deans within the campus community and external community, organization, and business. The Extended Campus will provide the highest quality educational and conference services that strengthen the MSU Billings commitment to diverse populations throughout the Yellowstone Region, Montana, nation, and the world.

REQUIRED QUALIFICATIONS:

- An academic and/or professional record suitable for tenure as a professor;
- Demonstrated excellence in administration in an academic or other related professional enterprise;
- Experience in educational technologies;
- Successful leadership experience in planning and coordinating off-campus learning activities and/or conference programs;
- Able to articulate and advocate goals of MSUB Extended Campus;
- Understand and acknowledge the diverse teaching and learning methods used throughout the various academic programs within the University;
- Awareness and appreciation for all the constituencies served by the University;
- Demonstrated exceptional interpersonal and public communication skills

REVIEW DATE: Applications received by April 30th, will be given preference review; however, the position is open until filled.

TO APPLY: Submit:

- (1) **Cover Letter** addressing the above qualifications/skills;
- (2) **Curriculum Vita;**
- (3) **Unofficial Copies of College Transcripts;**
- (4) **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, 310 McMullen Hall.

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).