VACANCY ANNOUNCEMENT

Accounting and Business Instructor

Position Description:
Helena College University of Montana, a comprehensive two-year College focused on student success, seeks qualified applicants for the position of Accounting and Business Instructor. At Helena College, it is our vision to be recognized as a responsive regional provider of comprehensive educational opportunities, as well as partner in economic and community development to a diverse and accessible community of learners.

Come and join our team and help us provide high quality educational activities and programs important to achieving student success! The position is a permanent, tenure-track, academic year contract beginning Fall 2016.

Instructors teach 30-32 credit hours of accounting, business and related courses. This position will be responsible for demonstrating academic excellence through its required duties of course instruction and assessment, curriculum development, student advising and evaluation, governance participation and service to the college, as well as professional development. Instructors may be scheduled to teach classes during days, evenings, and/or online.

Qualifications:
The successful candidate will have a Master's degree in Accounting or an MBA. Preferred qualifications include a Baccalaureate degree in accounting or business, with at least 1 year of related work experience, and college-level teaching experience in accounting or business, with special consideration given for teaching experience in both disciplines.

Salary and Benefits:
The average salary is $42,000 depending on degree and experience.

We offer an excellent benefits package which includes a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, an employee assistance program (EAP), life and disability insurance options, flexible spending and dependent care account options, and optional long term care insurance. Retirement benefits provided TIAA-CREF or through the Montana Public Employees Retirement Association (MPERA). In addition to these benefits employees and their dependents are eligible for Tuition Assistance programs.

Union Information: Helena Teachers’ Union, MEA-MFT, NEA, AFT, AFL-CIO

Application Procedures: Please email your resume, cover letter, references and transcripts to UMHELNA- HR@umhelena.edu

Submission Deadline: Open until filled. First review date March 21, 2016
**Background Investigation is Required Prior to Offer of Employment**

In accordance with The University of Montana regulations, finalists for this position will be subject to criminal background investigation.

**Reasonable Accommodations**

Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Helena College Director of Human Resources at 406-447-6925. TDD users may use the relay service by dialing 711.

**ADA/EOE/ADAAA/Veteran’s Preference**

Qualified candidates must be able to meet minimum requirements and perform the primary functions of the position with or without reasonable accommodation. As an Equal opportunity/Affirmative Action employer, we encourage applications from minorities, Vietnam era veterans, and women. This material is available in an alternative format upon request. Qualified candidates may request veterans’ preference in accordance with state law.

**Testing**

Individual hiring departments at Helena College may elect to administer pre-employment tests, which are relevant to essential job functions.
Applicant Self Identification Form (optional)

Title VII of the U.S. Civil Rights Act requires Helena College to “make and keep records relevant to the determinations of whether unlawful employment practices have been or are being committed.” This is also a requirement of the Montana Human Rights Act and state and federal laws providing employment opportunities for veterans and persons with disabilities. The following survey helps to fulfill these requirements.

Helena College’s commitment to equal opportunity, nondiscrimination, and affirmative action in employment is realized through its Affirmative Action Plan. This plan and legal responsibilities to ensure equal employment opportunity require reports of job applicants by race/ethnic categories, gender and veteran status. Analysis of the information provided will be used to monitor recruitment and selection practices in at Helena College.

This information is voluntary and is gathered for statistical purposes only. It is kept confidential, separate from application materials, and will NOT be used in any way to evaluate your qualifications for employment.

Position Applied for:

Last Name:  
First Name:  
Middle Initial:  

Gender:  
[ ] Male  
[ ] Female  

Race/National Origin:  
[ ] White (not of Hispanic origin): all persons having origins in any of the original people of Europe, North Africa, or the Middle East.  
[ ] Black (not of Hispanic origin): all persons having origins in any of the black racial groups.  
[ ] Hispanic: all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.  
[ ] Asian or Pacific Islanders: All persons having origins in any of the original peoples of the Far East, Southeast, the Pacific Islands, or the Indian Subcontinent.  
[ ] American Indian or Alaskan Native: All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.  

Veteran Status:  
[ ] No Military Service  
[ ] Disabled Veteran: (i) a veteran of the U.S. military, ground, naval or air service who is entitled to compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Secretary of Veteran's Affairs or (ii) a person who was discharged or released from active duty because of a service-connected disability.
☐ Other Protected Veteran: a veteran who served on active duty in the U.S. military, round, naval, or air service during a war or in a campaign or expedition for which a campaign badge has been authorized.

☐ Armed Forces Service Medal Veteran: a veteran who, while serving on active duty in the U.S. military, ground naval or air service, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order 12985.

☐ Recently Separated Veteran: a veteran of the U.S. military, ground, naval or air service during the three-year period beginning on the date of such veteran's discharge or release from active duty.

Where did you learn about this vacancy?
☐ Newspaper ☐ Job Service ☐ Referral
☐ Posting ☐ Web ☐ Career Fair
☐ Other: