Adjunct – MS Applications

Helena College University of Montana is seeking qualified candidates interested in teaching one or two courses in Computer Software and Applications, for our Spring 2017 Semester.

Advance MS Excel- This is an advanced course that builds upon the skills learned in CAPP156 MS Excel or CSCI 172 Intro to Computer Modeling. Excel spreadsheets can be used for a variety of accounting applications, including general ledger, payroll, taxation, budgeting, and forecasting. Spreadsheets are also valuable tools for personal finance.

This position provides instruction and will monitor teaching/learning effectiveness in courses assigned by the Division Chair and/or Associate Dean for Academic Affairs and in which the instructor has appropriate qualifications. Use up-to-date discipline and pedagogical skills to ensure active participation and learning by students.

Qualifications: A Bachelor’s Degree and three (3) years full-time experience in the occupation being taught.

Salary: This position pays $600 per credit; most courses are 3 credits.

Application Procedures: Please email your resume, cover letter, and transcripts to umh-hr@umhelena.edu

Submission Deadline: Ongoing recruitment.

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

ADAA/EOE/AA/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.