Vacancy Announcement

Business & Accounting Instructor

Helena College University of Montana, a comprehensive two-year college, provides access to and support of high quality lifelong educational opportunities for our diverse community. Helena College is seeking qualified applicants who wish to become part of a dynamic and creative team for a full-time position as a Business & Accounting Instructor.

Duties and Responsibilities

This position is for a full-time, tenure track, Business and/or Accounting faculty within the General Education division. Faculty members are professional educators with the primary responsibility of providing a quality education for all Helena College students. The Business and Accounting program at Helena College has a well-established reputation for providing quality graduates to employers in the Helena area, particularly with the State of Montana. The Business and Accounting program is moving fully online in Fall 2020, allowing Helena College to better serve students and employers, particularly those in rural areas.

The Business and Accounting faculty position aligns with Helena College’s Strategic Goals 1 and 2. This position reports to the Division Chair of General Education & Transfer and will be responsible for teaching 30-32 credits in the academic year.

Minimum Qualifications:

Master’s degree in Business, Accounting, or other qualified graduate program. Two years teaching experience in higher education is preferred qualification. Experience teaching online and using a LMS is a preferred qualification. Experience teaching in higher education, preferably at the two-year level. A strong commitment to student-centered learning and the ability to provide valuable learning experiences for students. Experience in curriculum design, both at the course and the program level, and experience in online instruction are preferred qualifications.

- Ability to plan, develop, implement, evaluate/assess, and continuously improve instruction.
- Ability to effectively combine an array of methods to enhance understanding, including lectures, group discussions and activities, demonstrations, individual activities, etc.
- Understanding of and ability to use teaching methods that best serve individual students’ needs, interests, and ability to learn.
- Collaborate with faculty and other stakeholders on program and curriculum development.
- Demonstrate commitment to Helena College mission, vision, and strategic goals.
- Familiarity with current issues and trends in higher education, specifically in two-year education.
- Ability to recognize the value of cultural, ethnic, gender and other individual differences in people.
- Ability to build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.

**Benefit and Salary Information:**

The base salary range is commensurate with experience.

Benefits include a comprehensive group insurance benefits program including medical plan options with prescription drug and dental plan, vision exam coverage, retirement plan, life and disability insurance options, flexible spending and dependent care account options, and optional long-term care insurance. Additional information on benefits can be found by visiting: [https://choices.mus.edu/employees.asp](https://choices.mus.edu/employees.asp)

**Application Procedures:**

Please email your cover letter, resume, transcripts and references to: hchumanresources@helenacollege.edu

**Union Information:**

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

**Deadline to Apply:**

This position is open until filled, the first review will be on Friday, February 7, 2020 @ 11:59pm. Applications received after this date may be considered until an adequate applicant pool has been established.

Helena College University of Montana is committed to building a culturally diverse educational environment. The campus is especially interested in candidates who can contribute to the diversity and excellence of the academic community through their teaching and/or service. Women, minorities, individuals with disabilities and veterans are encouraged to apply.

**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.

ADA/EOE/AA/Veteran’s Preference
Reasonable accommodations are provided in the hiring process for persons with disabilities. For example, this material is available in alternative format upon request. As an Equal Opportunity/Affirmative Action employer, we encourage applications from minorities, veterans, and women. Qualified candidates may request veterans’ or disabilities 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.

*References not listed on the application materials may be contacted; notice may be provided to the applicant.

*All New Employees must be eligible and show employment eligibility verification by the first date of employment at Helena College University of Montana, as legally required (e.g., Form I-9).
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: