### Adjunct Faculty

**Position Description:**
Helena College University of Montana, a comprehensive two-year College focused on student success, seeks qualified applicants for the positions of Adjunct Faculty.

We are currently seeking adjuncts to teach:
- Technical/Developmental Writing
- Technical/Developmental Math
- Human Relations
- Medical Billing and Coding
- Legal Support
- Computer Software and Applications
- Interior Design

**Duties & Responsibilities:**
Provide instruction and 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:**
Bachelor’s Degree and three (3) years full-time experience in the occupation to be taught.

**Salary:**
These positions are paid $600/per credit hour.

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

**Submission Deadline:**
Ongoing Recruitments

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**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/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.