Adjunct- Power Fundamentals

Position Description:
Helena College University of Montana, a comprehensive two-year College focused on student success, seeks qualified applicants for an adjunct position to teach Power Fundamentals.

Duties & Responsibilities:
Power fundamental provides students a broad introduction to historical development and contemporary use of energy. Areas of interest include simple machines, conversion of work to energy, basic electrical concepts and two and four stroke engine theory. Power Fundamentals is an activity centered course with the majority of lab and practical focus on small engines. Emphasis will be on the four major theories of small engines: compression, ignition, carburetion and governing.

3.000 Credit hours
2.000 Lecture hours
2.000 Lab hours

Qualifications:

- Manual dexterity and physical ability to use and demonstrate techniques and applications of tools, equipment, and machines in related industries.
- Must be able to lift up to 50 lbs. without assistance
- Ability to communicate effectively with students

Preferred Qualifications:
Certificate from a recognized nationally accredited institution in any one of the following areas: Marine repair (small commercial and/or pleasure boats), Small engine, Motorcycle.

- Three or more years non-teaching, directly related Marine and/or Small engine and/or Motorcycle repair work experience and demonstrated ability to teach effectively at the community college level.
- Teaching experience

Salary:
$600 per credit

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

Submission Deadline:
This position is open until filled

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.
APPLICATION FOR EMPLOYMENT

PERSONAL

Name: ___________________________ Date: ______________

Phone: __________________________ Position for which you are applying: ______________

Email: __________________________

Address: __________________________

City: __________________________ State: __________________________ Zip: ______________

Have you ever worked for Helena College or any MUS College/University?

If Yes, where?

EDUCATION

<table>
<thead>
<tr>
<th>Name and Location of School</th>
<th>Diploma or Degree Received</th>
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<tbody>
<tr>
<td>High School</td>
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<tr>
<td>College</td>
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<tr>
<td>Vocational or Trade School</td>
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<td>Graduate Work</td>
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</tbody>
</table>

Application of Employment

I hereby guarantee the correctness of all statements provided in my application materials for the above referenced position. I understand that making of false statements will be sufficient cause for denying me consideration for employment or for dismissal from employment. I authorize Helena College University of Montana to inquire as to my record with any and all of my former employers and references, and understand that Helena College University of Montana will suffer no liability as the result of such inquiries.

Signature: ___________________________ Date: ______________

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: