HELENA
COLLEGE
UNIVERSITY OF MONTANA

VACANCY ANNOUNCEMENT

Business 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 tenure-track position as a Business Instructor to begin January 2023.

Helena College is seeking a full-time, tenure-track, business faculty to join the Helena College team for the spring 2023 semester, beginning January 2023. Helena College is committed to building an inclusive and diverse campus community that fosters creativity, innovation, and student success. Faculty are professional educators with the primary responsibility of providing quality educational experiences and support for all Helena College students, in accordance with the philosophy, mission, policies, and procedures of the College.

The Business and Accounting program at Helena College has a well-established reputation for providing quality education, preparing graduates for employment within the field or transfer to continuing educational opportunities. The Business and Accounting program is a fully online/remote academic program, allowing Helena College to better serve students and employers, particularly those in rural areas. All courses within the program are offered in fully online and/or hyflex formats.

This position will be responsible for teaching 30-32 credits in the academic year, in addition to other instruction-related and college service-related duties. This faculty position is expected to live in the Helena area as many college events, meetings, etc. may need to be attended in person. Applicants not able to live in Helena, or within a reasonable commuting distance, during the academic year will not be considered.
Successful applicants will:
Demonstrate a commitment to and an understanding of the Helena College mission, vision, and strategic goals.

Create an environment that acknowledges, encourages, and celebrates all differences.

Function and communicate effectively and respectively within the context of varying beliefs, behaviors, orientations, identities, and cultural backgrounds.

Seek opportunities to gain experience working and collaborating in diverse and inclusive settings with a willingness to change for continual improvement.

Duties and Responsibilities
This position will be responsible for:

- Instruction of 30-32 credits per academic year, primarily in online, hyflex, and virtual formats.
- Course preparation.
- Courses offered within the program and scheduled for spring 2023 include: Introduction to Business, Business Ethics, Marketing, Business Finance, and Small Business Entrepreneurship.
- Curriculum design, both at the course and program level.
- Assessment, both at the course and program level.
- Use of a variety of teaching methods to enhance understanding, including lecture, group discussions and activities, case studies, etc.
- Work and coordination with the full-time and adjunct faculty within the program.
- Coordinate and work with the program advisory council.
- Participation in necessary institutional functions such as, but not limited to, college committees, student clubs, student internships, student/faculty recruitment, budget development, program promotion, and collaboration with academic and student affairs.
- Professional development/improvement activities, both educational and occupational

Preferred Experience:
Education:
- 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.
- Experience in online instruction and design.
- 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.
• Ability to use technology to enhance online and remote teaching.
• Collaborate with faculty and other stakeholders on program and curriculum development.
• Familiarity with current issues and trends in higher education, specifically in two-year education.
• Ability to build constructive working relationships characterized by a high level of acceptance, cooperation, and mutual respect.

Business:
• Introduction to Business
• Small business entrepreneurship
• Marketing
• Management
• Business Ethics
• Legal issues in HR
• Human Resource Management
• Advertising

Communication Skills:
• Excellent written and verbal communication skills.

Minimum Qualifications
• Master’s degree in Business, or another related program. Equivalent combination of education and experience will also be considered.
• Position is full-time, Faculty (10 month) academic year, beginning spring semester 2023.

Preferred qualifications:
• Master’s degree in Business.
• Prior teaching experience at the college level, two years preferred.
• Experience teaching online and using a LMS and educational technology.
• Experience working in the business field.
• Connection to the business community in Helena and/or the ability to create strong community relationships for program growth and student opportunities.
**Benefit and Salary Information**

New faculty salaries stipulated in the Helena Teachers' Union MFPE, NEA, AFT, AFL-CIO

Benefits include a comprehensive and competitive group benefits package including insurance package, mandatory retirement plan, partial tuition waiver, professional development, and wellness program.

**Union Information**

Helena Teachers' Union MFPE, NEA, AFT, AFL-CIO

**How To Apply**

Position is open until filled, applications will be accepted until the position is filled. Review of applications will continue until the position is filled.

Applicants must submit all application materials to be considered for the position. Complete applications must include:

- **Letter of Interest** – addressing the stated required skills for the position
- Detailed **Curriculum Vitae (CV)**
- **Graduate Transcripts** – Official transcripts due upon hire
- **Supplemental Question** – see below
- Names and contact information of three (3) professional references.

**Supplemental Question**

Please describe what you think the role of faculty is at a two-year college like Helena College.

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. Applicants requesting veterans’ or disability hiring preference must provide appropriate documentation to verify eligibility. Appropriate documentation includes the following:

- DD-214 showing the character of discharge or a document issued by the Office of the Adjutant General of the Montana National Guard certifying service (a veteran or eligible relative)
- Service-connected disability letter issued by the U.S. Department of Veterans Affairs (a disabled veteran or eligible relative)
- Montana DPHHS Disability Certification through the Vocational Rehabilitation Programs (a person with a disability or spouse of a person with a 100% disability)

Other suitable documentation, if deemed sufficient by the hiring agency, may be accepted. Eligible relatives may also need to provide additional documentation in order to demonstrate that all eligibility criteria and requirements are met.

**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).
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: