

**[DEPARTMENT]**

**Vacancy Announcement**

**[TITLE]**

**Department:**

**Position:**

**Wage:**

**Union Affiliation:**

**Starting Date:**

**Posting Date:**

**Benefits Include:**

* Insurance package,
* mandatory retirement plan,
* dependent partial tuition waiver,
* faculty/staff tuition waiver
* wellness program:
* Pro-rated annual and sick leave;
* Public Employees Retirement (PERS) optional.

**Description**

**Requirements**

**Preferred**

**Application**

Review of applications will begin immediately, but will remain open until the position is filled.

Apply online at https://umjobs.silkroad.com/

**A complete application Includes:**

1. **Letter of Interest** – addressing your qualifications and experience related to the stated required skills for the position. A general letter salutation such as “Dear Search Committee” or “Dear Hiring Manager” is acceptable.
2. **Curriculum Vitae**
3. Official or Unofficial undergraduate and graduate transcripts (Official transcripts will be required at time of hire)
4. **Professional References** – names and contact information for three (3) professional references.

**\***Please note: only five (5) attachments are allowed per application. Please combine documents accordingly.

**\*\***Applying through Indeed.com or easy apply through Indeed.com may result in submission of an incomplete application.  Applications may be removed from full consideration if they are not complete with materials listed above under the "How to Apply" section.  It is the responsibility of the applicant to ensure complete application materials are submitted and received by the date listed above.

**The University and Dillon Area**

The University of Montana Western is a dynamic, innovative, undergraduate university with over 70 full-time faculty and over 1,200 students. It is located in Dillon, Montana in the scenic Rocky Mountains and has been awarded numerous top national rankings for delivering high quality, affordable education.

Montana Western is the only public four-year college in the nation offering *Experience One (X1),* experiential learning delivered on the block schedule. Class sizes are small and students take a single course at a time, three hours each day for 18 days, before moving on to the next course. Each course is four credits and four blocks are offered each semester. The block schedule facilitates field and lab work, undergraduate research, study travel, and interdisciplinary teaching. Montana Western’s faculty strongly believe in mentoring and inspiring students, and assisting them in the transition from university life to professional careers.

The University of Montana Western is an integral part of the Dillon Community. With a population of 5,000 people, Dillon is known for outstanding public schools, safe environments, recreational opportunities, and an excellent quality of life.

*The University of Montana Western is an equal opportunity/affirmative action employer and encourages applications from qualified women, minorities, veterans and people with disabilities. Criminal Background Investigation is required prior to the Offer of Employment In accordance with University regulations, 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.* ***References:*** *References not listed on the application materials may be contacted; notice may be provided to the applicant.* ***Testing:*** *Individual hiring departments at UMW may elect to administer pre-employment tests, which are relevant to essential job functions.* ***Employment Eligibility:*** *All New Employees must be eligible and show employment eligibility verification by the first date of employment at UMW, as legally required (e.g., Form I-9).*