Assistant Director, Freshmen Engineering Program

DEPARTMENT: School of Mines and Engineering
Closing Date: Review will begin July 8th and continue until position is filled
Employment Detail: Permanent, Full-Time

DUTIES

This position will serve as assistant to the Director of Freshman Engineering at Montana Tech. The School of Mines and Engineering’s Freshman Engineering Program is the entry point for all beginning engineering students. The mission of this student-oriented service program is to recruit, advise, teach, and retain outstanding students for Montana Tech’s School of Mines and Engineering. The Freshmen Engineering Program provides students with a firm foundation and understanding of engineering and career options to assist them in identifying which of Montana Tech’s engineering disciplines is the right fit. In addition to assisting in administration of the Freshman Engineering Program and advising freshman engineering students, the position will teach the following courses: one lecture section of Egen 101 (2 cr lec; 1 cr lab), one or two lab sections for Egen 101, Egen 095 (2 cr lec; 1 cr lab), one or two lab sections for Egen 095, Egen 194 (1 cr lec).

Knowledge, Skills & Education Required

- Master’s degree with Bachelor of Science in engineering or closely related field.
- Excellent interpersonal skills.
- Excellent written and oral communication skills in English.

Preferred Education & Experience

- PhD in engineering or closely related field.
- College freshman teaching experience.
- Experience in developing and administering academic programs.
- Industry experience.

How to Apply

To apply, please submit the following items:
- Cover letter which specifically addresses the above-mentioned qualifications
- Detailed resume
- Name and contact information for 3 professional references
- Statement of teaching philosophy
- Authorization for Criminal Background Investigation

The items listed above should be sent to:
Montana Tech Personnel Office
1300 West Park Street
Butte, MT 59701
Phone: 406-496-4380
Fax: 406-496-4387
e-mail: cisakson@mtech.edu

Any offer of employment is contingent upon a satisfactory criminal background check. An authorization for a criminal background check form must be submitted with application material www.mtech.edu/employment

As an Equal Employment Opportunity/Affirmative Action Employer, We Encourage Applications from Veterans, Disabled Individuals, Minorities, and Women.