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Assistant/Associate Professor of Counselor Education, tenure track

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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Please see Special Instructions for more details.

Screening of applications will begin October 4, 2022. For vacancy announcement and job seeker's toolkit, go to www.msun.edu/hr. Applicants must include a letter addressing each of the required and preferred qualifications noted above, professional and academic career goals, interest in the position, a CV, unofficial transcripts, and the names, addresses, phone numbers, and e-mail addresses of three professional references.

Position Details

Position Information

NBAPOSN Title

Working Title Assistant/Associate Professor of Counselor Education, tenure track

Brief Position Overview

The College of Arts, Sciences, and Education, Graduate Program in Counselor Education at Montana State University Northern (MSUN), invites applications for an academic-year (10-month), tenure-track Assistant/Associate Professor of Counselor Education position, anticipated to begin January 1, 2023. This successful candidate will teach a 4-4-2 load in the core and School Counseling (state accredited) and/or Clinical Mental Health Counseling specializations in a program working toward CACREP accreditation. The duties and responsibilities of this position also include assisting in establishing practicum and internship sites with school districts and/or mental and behavioral health providers, participating in scholarship and service activities; collaborating across MSU-Northern programs and with Montana University System institutions; and supporting student recruitment, retention, and progression efforts.

Effective teaching is the primary mission of this position and MSU-Northern. For more information about this program and MSU-Northern, go to www.msun.edu.

MSUN will only consider applicants who are authorized to work in the US and MSUN will not sponsor applicants for work visas.

Faculty Tenure Track Yes

Faculty Rank Assistant or Associate

Position Number

Department Graduate Programs

Division College of Arts, Sciences, & Education

Appointment Type Faculty

Contract Term Academic Year

Semester

If other, specify From date

If other, specify End date

FLSA Exempt

Union Affiliation Montana Federation of Public Employees

FTE 1.0

Benefits Eligible Yes

Compensation Annual

Salary Commensurate with credentials and experience and within the guidelines set by the

collective bargaining agreement.

Contract Type	MUS
If other, please specify	
Recruitment Type	Open

Position Details

General Statement	<p>The College of Arts, Sciences, and Education, Graduate Program in Counselor Education at Montana State University Northern (MSUN), invites applications for an academic-year (10-month), tenure-track Assistant/Associate Professor of Counselor Education position, anticipated to begin January 1, 2023. This successful candidate will teach a 4-4-2 load in the core and School Counseling (state accredited) and/or Clinical Mental Health Counseling specializations in a program working toward CACREP accreditation. The duties and responsibilities of this position also include assisting in establishing practicum and internship sites with school districts and/or mental and behavioral health providers, participating in scholarship and service activities; collaborating across MSU-Northern programs and with Montana University System institutions; and supporting student recruitment, retention, and progression efforts.</p> <p>Effective teaching is the primary mission of this position and MSU-Northern. For more information about this program and MSU-Northern, go to www.msun.edu.</p>
Duties and Responsibilities	<p>This successful candidate will teach a 4-4-2 load in the core and School Counseling (state accredited) and/or Clinical Mental Health Counseling specializations in a program working toward CACREP accreditation. The duties and responsibilities of this position also include assisting in establishing practicum and internship sites with school districts and/or mental and behavioral health providers, participating in scholarship and service activities; collaborating across MSU-Northern programs and with Montana University System institutions; and supporting student recruitment, retention, and progression efforts.</p>
Required Qualifications – Experience, Education, Knowledge & Skills	<ul style="list-style-type: none"> • Earned doctorate in Counselor Education from a CACREP accredited program by position start date • Licensure, or eligibility for licensure, as a professional counselor in the State of Montana • Demonstrated commitment to inclusive excellence
Preferred Qualifications – Experience, Education, Knowledge & Skills	<ul style="list-style-type: none"> • Emphasis in School Counseling or Clinical Mental Health Counseling • Interest in teaching courses such as Career Counseling, Appraisal, and Research • Evidence of successful teaching/supervision at the graduate level via face-to-face, online, and/or hybrid delivery • Experience as a supervisor for practicums and internships • Experience with program development and state and national accreditation preparation
The Successful Candidate Will	
Special Requirements	
Physical Demands	Typical office and classroom environments.
The Program	The mission of the Counselor Education program is to prepare counselors who have developed sound practical skills through experiential learning; who have acquired a comprehensive theoretical knowledge base; who hold a strong counselor identity; and who possess the personal dispositions necessary to work in various professional settings with diverse clientele.
The Department	Explore the Counselor Education department through this link, http://www.msun.edu/academics/grad/counselored.aspx .
The College	The College of Arts, Sciences, and Education offers undergraduate and graduate degrees through programs that prepare students for work in fields spanning the humanities, social and physical sciences, professional education, public service, and leadership. Degree programs are represented by the Bachelor of Arts in four majors, the Bachelor of Science in two majors, the Bachelor of Science in Education in six majors, a Bachelor of Applied Science, and an Associate of Arts in General Education. The College also offers two graduate programs including a Master of Education Degree in Counselor Education and a Master of Science Degree in Instruction and Learning.
This position has supervisory duties?	No

Posting Detail Information

Announcement Number	2022-23-F00004P
Number of Vacancies	1

Desired Start Date	January 1, 2023
Position End Date (if temporary)	
Open Date	
Close Date	
Until an adequate pool is established	No
Special Instructions Summary	Screening of applications will begin October 4, 2022. For vacancy announcement and job seeker's toolkit, go to www.msun.edu/hr . Applicants must include a letter addressing each of the required and preferred qualifications noted above, professional and academic career goals, interest in the position, a CV, unofficial transcripts, and the names, addresses, phone numbers, and e-mail addresses of three professional references.
Quick Link for Internal Postings	https://jobs.msun.edu/postings/2230
Diversity Statement	Nondiscrimination Statement and Title IX Coordinator Notice Policy Statement

Montana State University-Northern (MSUN) commits to a learning and working environment that emphasizes the dignity and worth of every member of its community that is free from unlawful discrimination and harassment based upon race, color, religion, national origin, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, gender, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation (taken together, generally, "protected-class harm"). An inclusive environment is necessary for a healthy and productive University community.

Consistent with MSUN's commitment, and with all applicable law, the University prohibits unlawful discrimination or harassment, including sexual misconduct prohibited by Title IX of the Education Amendments of 1972, and will take appropriate action to prevent, resolve, and remediate the effects of protected-class harm.

The Discrimination, Harassment, and Retaliation Policy defines and prohibits protected-class misconduct, and the Discrimination Grievance Procedures set forth the University's processes for addressing and resolving such reports. The Policy and Procedures apply to all University programs and activities, including, but not limited to, admissions, athletics, instruction, grading, University housing, and University employment. In addition, the law prohibits retaliation against an individual for opposing any practices prohibited by this Policy, for bringing or responding to a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in resolution of a complaint of discrimination or harassment.

Inquiries about the application of Title IX at the University and reports about all forms of protected-class discrimination and harassment should be made to the Director of Human Resources/ Title IX Coordinator:

Human Resources /Title IX

Montana State University-Northern

PO Box 7751

Havre MT 59501

Director of Human Resources/ Title IX Coordinator:

Suzanne Hunger

Suzanne.hunger@msun.edu

Location:

208 Cowan Hall

Tel: (406) 265.3568

E-mail: titleixcoordinator@msun.edu or suzanne.hunger@msun.edu

Please note that reports can be made at any time, including during non-business hours, by using the email address or listed telephone number (and leaving a private message).

Title IX Coordinator

The Title IX Coordinator is responsible for coordinating the University's compliance with federal and state discrimination and harassment laws, including Title IX. The Title IX Coordinator oversees compliance with the University's Discrimination and Grievance Policy. Specifically, the Title IX Coordinator:

- Coordinates educational programs and trainings regarding discrimination and harassment prevention for students and employees;
- Responds to and seeks to resolve reports of discrimination and harassment following the Procedures;
- Provides information about and, if requested, assists with criminal reporting;
- Provides information about resources for obtaining advocacy, healthcare, and counseling services; and
- Coordinates supportive and protective measures for members of the MSUN community.

A full copy of the University's Discrimination, Harassment, and Retaliation Policy and the accompanying Discrimination Grievance Procedures are available on the Human Resources and Title IX website. More information about reporting options, resources, and other information about sexual harassment, including sexual assault, is located at the Human Resources and Title IX website: <https://www.msun.edu/hr/titleix/index.aspx>
This notice is disseminated annually to students and employees at the Montana State University-Northern.

For further information regarding Title IX and non-discrimination, visit <http://www.ed.gov/ocr> or contact:

U.S. Department of Education

915 Second Avenue, Room 3310

Seattle, WA 98174-1099

Telephone: (206) 607-1600

Facsimile: (206) 607-1601

Email: OCR.Seattle@ed.gov

<https://www2.ed.gov/about/offices/list/ocr/know.html?src=ft>

Montana State University -Northern makes reasonable accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. In compliance with the Montana Veteran's Employment Preference Act, MSU-Northern provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. **To claim veteran's preference or request accommodation, contact the Office of Human Resources, PO Box 7751, Montana State University-Northern, Havre, MT 59501; 406-265-3568; <http://www.msun.edu/hr/forms/EmployPref.pdf>**

Applicant Documents

Required Documents

1. Curriculum Vitae
2. Cover Letter
3. Transcript
4. List of References

Optional Documents

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. Note to the applicant: In your cover letter, please address the required and preferred qualifications listed in the notice of vacancy for this job and how you meet each one.

(Open Ended Question)

2. Please submit the Background Authorization Form which can be found here: http://www.msun.edu/hr/forms/Authorization_for_Background_Investigation-MSU-Northern.pdf Copy and paste this address into your browser's address bar to access this form. You may email it to hr@msun.edu or fax it to (406) 265-3530. You may also drop it off in Cowan Hall room 208. Please type YES in the answer box below (found in online application) showing you understand this additional requirement. (Open Ended Question)

(Open Ended Question)