

# Extension Building Science Instructor/Weatherization Trainer

## Position Details

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### Position Information

<b>Announcement Number</b>	FAC - VA - 20002
<b>For questions regarding this position, please contact:</b>	Chris Dorsi at 406-586-2033 or <a href="mailto:chris.dorsi@montana.edu">chris.dorsi@montana.edu</a>
<b>Classification Title</b>	Instructor
<b>Working Title</b>	Extension Building Science Instructor/Weatherization Trainer
<b>Brief Position Overview</b>	Full-time, non-tenure track position with primary responsibilities to contribute to Montana Weatherization Training Center work-force professional development in compliance with program funding agencies' guidelines. Participate in the Center's professional, service and outreach activities.
<b>Faculty Tenure Track</b>	No
<b>Faculty Rank</b>	Non-Tenure Track
<b>Position Number</b>	4B0021
<b>Department</b>	Extension Weatherization / Housing
<b>Division</b>	Extension
<b>Appointment Type</b>	Non-Tenure Track
<b>Contract Term</b>	Fiscal Year
<b>Semester</b>	
<b>If other, specify From date</b>	
<b>If other, specify End date</b>	
<b>Union Affiliation</b>	Exempt from Collective Bargaining
<b>FTE</b>	1.0
<b>Benefits Eligible</b>	Eligible
<b>Salary</b>	Salary commensurate with experience, education, and qualifications
<b>Contract Type</b>	LOA
<b>If other, please specify</b>	
<b>Recruitment Type</b>	Open

### Position Details

<b>General Statement</b>	<b>The location of this position is Bozeman, MT.</b> The Montana Weatherization Training Center is part of the national Weatherization Assistance Program (WAP) that is funded in part by the US Department of Energy. Under the direction of the State of Montana Department of Health and Human Services, the Training Center works closely with Montana's Human Resource Development Councils, out-of-state WAP agencies, and tribal programs to promote safe, efficient, cutting-edge techniques to address the health, safety, and energy efficiency issues present in low-income housing. The national program has been
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evaluated for its effectiveness in reducing energy costs and improving indoor health for clients. The Training Center also delivers training to the for-profit sector on topics of energy efficiency, renewable energy and safe work practices. We seek individuals who work professionally and effectively with diverse individuals, possess effective interpersonal, written and verbal communication skills and have the ability to contribute positively to the academic success of the students and the mission of Montana State University.

### **Duties and Responsibilities**

- Provide training and instruction for weatherization and building science certification activities, both classroom and hands-on (field and lab), at the Montana Weatherization Training Center.
- Manage the student database system and be the point of contact for students. Respond to phone and email inquiries in a timely manner.
- Develop and adapt new curriculum, activities, and laboratory props for the weatherization and building science programs.
- Aid in the instruction of construction health and safety courses.
- Work with other instructors to advance the Montana Weatherization Training Center and its mission.
- Travel overnight, occasionally, to conduct trainings.

We hope to attract applicants who can teach in a diverse University community and have demonstrated ability in helping students from diverse backgrounds succeed.

### **Required Qualifications – Experience, Education, Knowledge & Skills**

1. Bachelor's degree in a field that contributes positively to the position; or commensurate experience, education, and qualifications.
2. Demonstrated knowledge and experience in database management.
3. Demonstrated experience in the construction or building science industry.
4. Ability and/or experience with technical instruction or adult education in classroom or field settings.
5. Demonstrated knowledge and skills in the use of computers for educational programming or project management. Experience with Microsoft Office Suite.

### **Preferred Qualifications – Experience, Education, Knowledge & Skills**

1. Master's degree in a related field.
2. Experience working in the Weatherization Assistance Program, or other energy-efficiency programs.
3. Possess or earn building science certifications, such as, BPI, RESNET, AEE, USGBC, etc.
4. Possess or earn OSHA 10/30 certification.
5. Demonstrated knowledge and experience in HVAC technologies.
6. Demonstrated knowledge of alternative energy technologies.
7. Demonstrated experience with curriculum creation and lesson plan development.

### **The Successful Candidate Will**

- Communicate positively and effectively with students and the public in person, in writing, through email, and over the phone.
- Establish and maintain effective working relations with co-workers and program partners.
- Exercise good judgment and self-motivation.
- Represent the Montana Weatherization Training Center and MSU Extension to others in a professional and courteous manner.
- Possess effective interpersonal, written, and verbal communication skills.
- Demonstrated ability to work independently with minimal supervision.
- Have dedication to supporting and enhancing Montana State University's initiative for diversity, equity and inclusiveness.
- Either in a team or individual capacity, contribute to the planning and instruction of 24 to 36 courses throughout a 12-month period.
- Adhere to curricula standards set by IREC/NREL/DOE and BPI
- Comply with national building science standards for weatherization practices.
- Promote EPA and OSHA health standards.
- Promote energy efficient living practices.

### **Position Special Requirements/Additional Information**

Must possess currently or be eligible to obtain a valid State of Montana Driver's license and have an acceptable driving record (less than 12 points). Do NOT send a copy of the driver's license. This job description should not be construed as an exhaustive statement of duties, responsibilities or requirements, but a general description of the job. Nothing contained herein restricts Montana State University's rights to assign or reassign duties and responsibilities to this job at any time.

### **Physical Demands**

This position requires occasional overnight travel throughout the state of Montana or out-of-state, handling and moving a variety of educational equipment, and the ability to give presentations in outside venues. This position requires the ability to transport a minimum of 50 pounds, position self to stoop, bend, and crawl; ascend and descend scaffolds, stairs, roofs and work in confined spaces.

Working conditions include but are not limited to: exposure to temperature extremes and inclement weather.

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### The Program

### The Department

### The College

MSU Extension's mission is to improve the lives of Montana citizens by providing unbiased, research-based education and information that integrates learning, discovery and engagement to strengthen the social, economic and environmental well-being of individuals, families, and communities.

### Posting Detail Information

#### Number of Vacancies

1

#### Desired Start Date

Upon completion of a successful search.

#### Position End Date (if temporary)

#### Open Date

#### Close Date

#### Applications will be:

Screening of applications will begin on **August 1, 2019**; however, applications will continue to be accepted until an adequate applicant pool has been established.

#### Special Instructions

**Please note for this position Five (5) references have been requested.**

#### Diversity Statement

Montana State University values diverse perspectives and is committed to continually supporting, promoting and building an inclusive and culturally diverse campus environment. MSU recognizes the importance of work-life integration and strives to be responsive to the needs of [dual career couples](#).

Montana State University is committed to providing a working and learning environment free from discrimination. As such, the University does not discriminate in the admission, access to or conduct of its educational programs and activities nor in its employment policies and practices on the basis of race, color, religion, national origin, ethnicity, creed, service in the uniformed services (as defined in state and federal law), veteran status, gender, age, political beliefs, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation or preference. In support of the University's mission to be inclusive and diverse, applications from qualified minorities, women, veterans and persons with disabilities are highly encouraged.

Montana State University makes 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. To request an accommodation, contact the Human Resources Office, PO Box 172520, Montana State University, Bozeman MT 59717-2520; 406-994-3651; [recruitment@montana.edu](mailto:recruitment@montana.edu).

In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. To claim veteran's preference please complete the veteran's preference information located in the Demographics section of your profile.

MSU's Non-Discrimination Policy and Discrimination Grievance Procedures can be located on the MSU Website: [www2.montana.edu/policy/affirmative\\_action/](http://www2.montana.edu/policy/affirmative_action/).

## FLSA Details

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### FLSA Determination

#### FLSA Status

Exempt

## **Applicant Documents**

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### **Required Documents**

1. Resume OR Curriculum Vitae
2. Cover Letter addressing Each of the Required and Preferred Qualifications

### **Optional Documents**

## **Supplemental Questions**

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Required fields are indicated with an asterisk (\*).