



Extension Weatherization Center Director

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Please see Special Instructions for more details.

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

Position Details

Position Information

Announcement Number

FAC - VA - 22107

For questions regarding this position, please contact:

Carrie Ashe at 406-994-3293 or atcarrie.ashe@montana.edu (mailto:carrie.ashe@montana.edu)

Classification Title

Instructor

Working Title

Extension Weatherization Center Director

Brief Position Overview

The person in this position will work closely with Weatherization Center staff to develop and deliver dynamic training courses related to weatherization, sustainable housing and jobsite health and safety. The person in this position will also lead the submission of proposals to the Weatherization Assistance Program, MSU Extension, and other funding sources, and ensures grant funds are acquired and deliverables are met.

Faculty Tenure Track

No

Faculty Rank

Extension Instructor

Position Number

4B0002

Department	Extension Weatherization / Housing
Division	Extension
Appointment Type	Non-Tenure Track
Contract Term	Fiscal Year
Semester	
If other, specify From date	
If other, specify End date	
Union Affiliation	Exempt from Collective Bargaining
FTE	1.0
Benefits Eligible	Eligible
Salary	Salary commensurate with experience, education, and qualifications.
Contract Type	LOA
If other, please specify	
Recruitment Type	Open

Position Details

General Statement	<p>The location of this position is Bozeman, MT.</p> <p>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 sustainable housing issues present in low-income housing. The national program has been 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 building science, energy efficiency, and safe work practices.</p> <p>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.</p>
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Duties and Responsibilities

- Promote the Weatherization Center as an outreach and engagement component of Montana State University Extension maintaining regular communication with Extension Administration.
- Obtain and maintain external funding.
- Plan strategically with stakeholders to allocate Weatherization Center space, prioritize initiatives, identify funding sources and deliver non-biased, research-based programming.
- Manage and coordinate activities taking place at the Weatherization Training Center to maximize efficiency and promote positive employee morale.
- Make decisions about the finances and management of the Training Center in accordance with MSU policy, funding sources and approved budgets.
- Schedule trainings and necessary instructors, in coordination with the State of Montana DPHHS, to meet grant directives and deliverables.
- Instruct classes on Building Science and Health and Safety topics.
- Negotiate the lease for the Weatherization Training Center in accordance with MSU policies and procedures and in agreement with the MSU Office of Legal Counsel.
- Coordinate with Center staff to prepare and verify operational and fiscal reports as required by MSU, the State of Montana DPHHS, and other funders.
- Actively engage with Extension Specialists and provide training or services in coordination with other members of MSU Extension on a regular basis.
- Oversee the Center's accreditation with Interstate Renewable Energy Council and other industry-related organizations to comply with grant and federal weatherization center requirements.

Required Qualifications – Experience, Education, Knowledge & Skills

1. Master's degree in engineering, environmental sciences, construction management, or a related field; or an equivalent combination of education and/or experience.
2. Demonstrated knowledge of construction or advanced building science.
3. Demonstrated ability and experience with technical instruction or adult education in classroom and lab settings.
4. Demonstrated excellence in providing leadership for an organization, department, or unit.

Preferred Qualifications – Experience, Education, Knowledge & Skills

1. Demonstrated experience with Extension.
2. Demonstrated experience with curriculum creation and lesson plan development.
3. Demonstrated ability to author grant proposals and operate under grant funds.
4. Demonstrated supervisory experience.

The Successful Candidate Will

- Communicate positively and effectively 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.
- Ability to work independently with minimal supervision.
- Have dedication to supporting and enhancing Montana State University's initiative for diversity, equity and inclusiveness.

Position Special Requirements/Additional Information

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily with or without reasonable accommodations. The requirements listed above are representative of the knowledge, skill, and/or ability required.

The Program

The Department

The College

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 **May 11, 2022**; 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.

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.

Diversity Statement

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: <https://www.montana.edu/hr/recruitment/dualcareer.html> (<https://www.montana.edu/hr/recruitment/dualcareer.html>)

FLSA Details

FLSA Determination

FLSA Status

Exempt

Applicant Documents**Required Documents**

1. Curriculum Vitae

2. Cover Letter addressing each of the Required and Preferred Qualifications

Optional Documents

Supplemental Questions

Required fields are indicated with an asterisk (*).

University Human Resources
(<http://www.montana.edu/hr/dualcareer.html>)
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