



Northeast
Wisconsin Technical College
Your Community College
POSITION ANNOUNCEMENT

Job Order 600391
April 5, 2010

MACHINE TOOL/CNC INSTRUCTORS
Part Time (Adjunct)

LOCATION: District Wide

HOURS: NWTC is looking for a pool of individuals to draw upon as needed; class times will vary. Classes could be held in Green Bay, Marinette, and/or Sturgeon Bay or surrounding areas.

SALARY: \$33.00 per hour for Bachelor's or equivalent; \$37.50 for Master's degree

POSITION REPORTS TO: Dean, Trades and Technical

Required online application available on website: www.nwtc.edu

E-mail address: hr@nwtc.edu

Location: Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

This position is customer-focused and will require flexible scheduling and/or delivery to meet customer needs.

GENERAL QUALIFICATIONS

- Bachelor's degree from an accredited college and two years of successful, directly related work experience or an equivalent combination of education and work experience.
- Knowledge of conventional machine tools including drill press, engine lathe, horizontal and vertical milling machine and surface grinders, also CNC, EDM and CAM equipment highly desirable.
- Must be eligible for certification under the Administrative Code of the Wisconsin Technical College System (WTCS).
- Previous teaching experience with adult learners is desirable.
- Ability to work in a team environment.
- Ability to work non-standard hours including evenings and weekends.

GENERAL DUTIES AND RESPONSIBILITIES

- Responsible for managing the instructional process, associated curriculum review and development and student advising within the area of instruction.
- Course emphasis will be in the following programs: Machine Tool/Machine Tool Technics, Machine Tool Apprenticeship, Blueprint Reading and CNC/CAM.
- Provide educational leadership and work effectively with applicable advisory committees, community groups, faculty, administration, and campus support staff including workplace learning services to perform contract work.
- Respond to emergency situations as needed and/or assigned for the purpose of resolving immediate safety concerns.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with

disabilities to perform the essential functions. While performing the duties of this job, the instructor will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, videos, overhead projects, and general tools of the trade. The employee will be constantly required to sit, talk, hear, and type/write. The employee will be frequently required to stand, walk, touch/handle/grasp (using hands and fingers), and reach with hands and arms. The employee will frequently be required to lift up to 75 pounds of equipment, and push or pull up to 150 pounds. Some instructor positions may be exposed to outdoors, fumes, noises, extreme temperatures, confined spaces and heights. Some instructor positions require driving a vehicle. Specific vision abilities required by this job include close, far, sharpness of vision, and field of vision. This position requires regular and punctual employee presence.

[CURRENT NWTC EMPLOYEES APPLY HERE](#)

[EXTERNAL CANDIDATES APPLY HERE](#)

All application materials are only accepted online: resumes, cover letters, transcripts, etc., must be attached to the application at the time of submission. **You are unable to go back after an application is submitted to add, delete or change any information,** other than address, phone number, and e-mail.

EOE-Committed to the diversity of faculty, staff and students