



## POSITION ANNOUNCEMENT

Job Order 600485  
November 11, 2010

### **HEATING VENTILATION AIR CONDITIONING AND REFRIGERATION (HVAC-R) INSTRUCTORS**

*Part time (adjunct)*

**LOCATION:** Green Bay Campus

**HOURS:** NWTC is looking for a pool of individuals to draw upon as needed for subbing and part-time instructing; class times will vary.

**SALARY:** \$34.00 per hour for Bachelor degree or equivalent; \$39.00 for Master's degree

**POSITION REPORTS TO:** Associate Dean, Trades and Engineering Technologies

Required online application available on website: [www.nwtc.edu](http://www.nwtc.edu)

E-mail address: [hr@nwtc.edu](mailto: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.*

**Position Summary:** Faculty hired to teach at NWTC are hired for their expertise in the subject matter and the profession in which they will prepare our learners. An instructor is responsible for providing instruction to students within the assigned instructional department and in accordance with the vision, mission, goals, policies, and procedures of the College. The instructor is responsible for engaging students in the learning process and preparing the student to be successful.

#### **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.
- Work experience should be in service and repair.
- 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. Specific assignments to likely include Heating Systems, Heating and Refrigeration System Applications, Electrical Controls and Systems, Microprocessor Based Controls, Control Circuit Applications, and Electronic Energy Management Systems as they relate to service technicians.
- 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 must occasionally bend or squat and lift and/or push up to 10 pounds of general office items. 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, 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. Transcripts, however, may be added at any time.

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