



Northeast
Wisconsin Technical College
POSITION ANNOUNCEMENT

Job Order 600691
October 4, 2011

ELECTROMECHANICAL INSTRUCTORS, CORPORATE TRAINING

Part time (*Adjunct*)

LOCATION: Green Bay Campus

HOURS: NWTC is looking for a pool of individuals to draw upon as needed. We have an immediate need for Tuesdays from 7:00 a.m. to 11:00 a.m.

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

POSITION REPORTS TO: Corporate Training and Economic Development Department

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

Click on "Jobs", then "Jobs at NWTC" and then in the upper left hand corner:

External candidates click on "Apply Online – Public"

Current NWTC employees click on "Apply Online – Current NWTC Employees"

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

- Minimum of an Associate's Degree in Electrical Engineering or Engineering Technology with a minimum of 4 years of direct occupational experience. Master's Degree in Engineering or Professional Engineer License preferred.
- Must be eligible for certification under the Administrative Code of the Wisconsin Technical College System (WTCS).
- Willingness to investigate, adapt, and implement new technologies as market demands change.
- Willingness to develop customized curriculum.
- Previous teaching experience with adult learners preferred.
- 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 include teaching Electromechanical and Automation Engineering Technology curriculum in a flexible student-centered learning environment; marketing of programs, delivery methods, and Manufacturing Technology training; and assist in promoting and teaching customized training. Teaching of program courses to include, but not limited to, basic electronics, digital electronics, motor control, programmable logic controllers, drives, motors, system integration techniques, servos, transducers, HMI, and networking.
- Test performance of electromechanical assemblies, using test instruments such as oscilloscopes, electronic voltmeters, or bridges.
- Read blueprints, schematics, diagrams, or technical orders to determine methods and sequences of assembly.
- Instruct individuals on installing electrical or electronic parts and hardware in housings or assemblies, using soldering equipment and hand tools.
- Align, fit, or assemble component parts, using hand or power tools, fixtures, templates, or microscopes.
- Analyze and record test results, and prepare written testing documentation.

- Verify part dimensions or clearances to ensure conformance to specifications, using precision measuring instruments.
- Operate metalworking machines to fabricate housings, jigs, fittings, or fixtures.
- Repair, rework, or calibrate hydraulic or pneumatic assemblies or systems to meet operational specifications or tolerances.
- Train others to install, use, or maintain machinery.
- Develop, test, or program new equipment.
- Provide educational leadership, work effectively with applicable faculty, administration, and campus support staff including Corporate Training & Economic Development department to perform contract work.

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 employee will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, reports and files. 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. Specific vision abilities required by this job include close, far, and field of vision. This position requires regular and punctual employee presence.

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-NWTC does not discriminate on the basis of age, race, color, disability, sex, national origin, or other protected status.