



## POSITION ANNOUNCEMENT

Job Order 600710  
November 18, 2011

### **CLAY INSTRUCTORS**

*Part-time (Adjunct)*

**LOCATION:** NWTC Artisan and Business Center, Green Bay, WI

**HOURS:** NWTC is looking to build a pool of individuals to draw upon as needed; class times will vary including day, evening and weekend hours.

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

**POSITION REPORTS TO:** Service Learning Coordinator

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

**Note:** The Artisan & Business Center delivers both credit and non-credit clay classes and is staffed entirely with adjunct instructors. Students range in age from youth to senior citizens. For credit classes, detailed course documentation exists, although day-to-day lesson plans are the responsibility of the instructor. Courses are available based on student demand; the maximum number of hours an adjunct instructor can teach in one year is 408 hours, no exceptions.

### **GENERAL QUALIFICATIONS**

- Candidates will possess a minimum of a Bachelor's degree in Art with an emphasis in Ceramics, both hand built and wheel thrown pottery.
- A minimum of two years full time experience working as a studio potter, and demonstrated success in ceramics sales and marketing, design, and customer service. Must be eligible for certification under the Administrative Code of the Wisconsin Technical College System (WTCS).
- Successful teaching experience with adult learners of diverse backgrounds is required.
- Strong commitment to quality teaching, motivation of students, student success, and academic excellence.
- Ability to work as part of a team of instructors and Artisan Center staff is required.
- Ability to work with older adults, youth, volunteers.
- Ability to follow studio, Artisan Center, and college rules and policies.
- Ability to communicate effectively, both verbally and in writing.
- Must be available to teach daytime, evening, weekend classes.

## GENERAL DUTIES AND RESPONSIBILITIES

- Responsible for the delivery of credit and/or non-credit coursework in the area of hand building and thrown pottery.
- Must be able to develop and maintain an engaging, learning atmosphere for beginning through intermediate ceramic students, ability to design learning activities to address a wide range of learning levels and learning styles.
- Must create a detailed syllabus for every course taught, take attendance, follow-up with students who miss class or who appear to be struggling.
- Willingness to openly share your own business practices with budding potters, as this is part of the curriculum and the mission of the Artisan & Business Center.
- Willingness to continually develop your own business practices through additional courses, workshops, conferences, etc., so that this added growth can be shared with students.
- Must be available to meet individually with students who have questions or problems related to class.
- Responsible for working with students and center staff to keep work areas safe, neat and orderly at all times.
- Responsible for working with center staff to direct proper care and maintenance of wheels, kilns, and other studio equipment.
- Work with center staff and other adjuncts to oversee studio processes and procedures including kiln firing, glaze making, studio clean up, while ensuring compliance with policies and safety procedures, efficiency, service to students, and professional courtesy within a communal studio.
- Maintain accurate kiln logs.
- Assist in marketing ceramics classes, promote and attend center activities, contribute to ideas for new classes, be an active member of the team seeking to grow the center.
- Be available to provide demonstrations for various tours and events.
- Request appropriate equipment and supplies for the purpose of maintaining clay and glaze inventory and ensuring the availability of required items. Help center staff to stay within the budget for this program.
- Be willing to take WTCS required certification courses. Courses are at no charge but you are not paid to attend.

**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 be standing on concrete floors and standing for long periods of time. The employee must occasionally bend or squat and lift and/or push up to 75 pounds of general office and other 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.

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.