



POSITION ANNOUNCEMENT

Job Order 600718
December 5, 2011

ACCOUNTING INSTRUCTORS, CENTRAL REGIONAL LEARNING CENTER

Part-time (Adjunct)

LOCATION: Crivitz, Central Regional Learning Center

HOURS: NWTC is looking to build a pool of individuals to draw upon as needed; class times will vary.

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

POSITION REPORTS TO: Regional Coordinator

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

- A Bachelor's degree and two years of related occupational experience.
- Must be eligible for certification under the Administrative Code of the Wisconsin Technical College System (WTCS).
- Ability to work flexible hours including day, evening and weekend hours.

GENERAL DUTIES AND RESPONSIBILITIES

- Responsible for managing the instructional process and student advising within the classroom.

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.

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.