

Job Order 601690

May 4, 2017 – Updated October 12, 2017

*NWTC is seeking to build a pool of part-time faculty to teach various courses within chemistry. Part-Time faculty are an integral part of the College's staff, helping us provide all learners with the highest quality learning opportunities when, where and how they want it.*

*Upon successful submission of your application, you will be considered for future part-time faculty opportunities. NWTC will keep your application in our files as a POTENTIAL candidate who could possibly fill a position when or if the need arises.*

**LOCATION:** Green Bay, WI

**HOURS:** Looking for pool of individuals to draw upon as needed; class times will vary

**SALARY:** \$39.00 per hour

**POSITION REPORTS TO:** Associate Dean, General Studies

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

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

***The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.***

**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"

**Requires unofficial transcripts to be submitted for instructor certification eligibility review**

Please either attach to your application prior to submittal or email them to [dawn.rentmeester@nwtc.edu](mailto:dawn.rentmeester@nwtc.edu) or [generalstudies@nwtc.edu](mailto:generalstudies@nwtc.edu)

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

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#### **GENERAL QUALIFICATIONS**

- Master's degree from an accredited institution, and have an undergrad minor or twenty semester credits drawn from the recognized science disciplines of Biology, Genetics, Microbiology, Virology, Mycology, Parasitology, Bacteriology, or Immunology, with a minimum of 12 credits in Microbiology
- Minimum of one year (2,000 hours) of paid occupational experience outside the field of education, preferably in Microbiology/Immunology in a hospital or medical setting.
- Teaching experience, specifically with adult learners, desirable.
- Ability to work in a team environment.

- Demonstrate knowledge of Microsoft Word and PowerPoint.
- Blackboard knowledge beneficial.

#### **GENERAL DUTIES AND RESPONSIBILITIES**

- Must be willing to commit to all required course contact hours, for each class assignment as scheduled.
- Responsible for maintaining curriculum rigor in alignment with state requirements.
- Required to manage the instructional process, to include but not limited to: course preparation, student attendance records, student assessment, grading, and must be accessible to students outside of scheduled classroom time (to include electronic communications as well as in-person meetings).
- Final grades posted within 72-hours of course completion.
- Assignments will emphasize courses delivered in traditional and alternate modes, scheduled weekdays, evenings and/or weekends in classrooms or science lab.
- Within 24-hours, maintain electronic communication with students and staff, in regard to course information, through NWTC email and/or BlackBoard.
- Work effectively with Microbiology faculty and General Studies department staff members.

**To begin the General Studies Part-Time Instructor application process, please click the following link:**

<https://www.nwtc.edu/programs/fields-of-interest/general-studies-and-transfer/general-studies-program-details/general-education-pt-faculty-hiring>

**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.

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.

**NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.**