



Communication Skills Instructors
Part-time Instructor

Job Order 601774
October 23, 2017

Department: General Studies

NWTC is seeking to build a pool of part-time faculty. 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 adjunct 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 Campus

HOURS: Looking for pool of individuals to draw upon as needed for day/evening classes, Monday through Friday.

SALARY: \$39.00 per hour

POSITION REPORTS TO: Dean, General Studies

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"

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 or generalstudies@nwtc.edu

E-mail address: 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.

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.

GENERAL QUALIFICATIONS

- Master's degree from an accredited institution, and
 - If teaching literature courses, have a minor or twenty semester credits in English or Literature.
 - If teaching writing courses, have a minor or twenty semester credits in English or Journalism.
 - If teaching communicative skills courses, must have a minor or twenty semester credits in any combination of English, Reading Instruction, Journalism, Speech (not drama or theater) or Communication.
- Teaching experience, specifically with adult learners, desirable.
- Ability to work in a team environment.

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 writing lab. Communication courses include English Composition 1, English Composition 2, Technical Reporting, Oral/Interpersonal Communication, Speech, Communicating-Writing, Communicating Effectively, Grammar Business Apps, and Writing a Memoir.
- Maintain electronic communication with students and staff, within 24-hours of receipt, in regard to course information, through NWTC email and/or BlackBoard.
- Work effectively with Communication Skills 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 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.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

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