

**Department:** Sturgeon Bay

Job Order 601468

March 2, 2016

**LOCATION:** Washington Island, WI

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

**SALARY:** \$25.00 per class hour contracted

**POSITION REPORTS TO:** Supervisor, Campus Office & Community Education

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

**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.*

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**

- Bachelor's Degree and two years successful direct occupational experience preferred, *or an equivalent combination of education and directly related work experience required.*
- Ability to work in a team environment

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

- Responsible for managing the instruction process, student guiding within the classroom, and also supervising the studio space during instructional advising.
- Areas of instruction to be covered could include (but not limited to): **FOOD/FITNESS: LOW IMPACT** ...acquire skills and information to help you lead a healthy lifestyle. Nutrition, exercise, motivation, goal setting and a whole lot of fun. Incorporate low impact activities into your lifestyle.

**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.

All application materials are only accepted online: resumes, cover letters, transcripts, 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.

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