

Job Order 601517

May 10, 2016

**LOCATION:** Sturgeon Bay

**HOURS:** Looking for pool of individuals to draw upon as needed for day/evening classes

**SALARY:** \$39.00 per class hours contracted

**POSITION REPORTS TO:** Campus Office and Community Education Supervisor

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

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

Please attached your transcripts to your online application or email them to [dawn.rentmeester@nwtc.edu](mailto:dawn.rentmeester@nwtc.edu)

*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**

- Minimum of a Bachelor's Degree from an accredited institution.
- Must have at least a minor or twenty semester of Spanish and a high level of fluency in reading, writing and speaking Spanish.
- Teaching experience, specifically with adult learners, desirable.
- Ability to work in a team environment.

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

- Responsible for managing the instruction process, and student guiding within the classroom
- Areas of instruction to be covered could include (but not limited to):
  - 47802400 – SPANISH-WORKPLACE** ...Spanish pronunciation, dialect, grammar and structure in order to effectively communicate in various workplace settings with limited English speaking ability.
  - 47802401 - SPANISH-WORKPLACE 1** ...(1) Spanish pronunciation, (2) introductory Spanish conversation in the workplace/business, (3) elementary grammar, reading, and writing, and (4) cross cultural awareness.
  - 47802402 - SPANISH-WORKPLACE 2** ...expanding Spanish conversation in the workplace/business; expanding elementary grammar, reading and writing, and increasing cross cultural awareness.
  - 47802403 - 47-802-403 SPANISH-WORKPLACE 3** ...intermediate workplace Spanish - conversation, grammar, writing and cultural awareness.

#### **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, 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.