

Job Order 601793
January 11, 2018

Department: Learning and Innovation Center, Sister Bay **Reports to:** Manager, Learning and Innovation Center
Position #: 05100077

LOCATION: Sister Bay, WI

HOURS: NWTc is looking for a pool of individuals to draw upon as needed; class lengths and times will vary and can include daytime and/or evenings, weekday and weekends.

SALARY: \$25.00 per class hour contracted

Required *online* application available on website: www.nwtc.edu/jobs

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.

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.*

GENERAL DUTIES AND RESPONSIBILITIES

- Responsible for managing the instruction process within the classroom, both content expertise as well as teaching skills/student engagement.
- Areas of instruction to be covered could include (but are not limited to):

NOTE: Interested applicants should indicate their area of interest on their resume.

Computer skills	Horticulture/ agriculture	Personal health	Creativity and Innovation	Communication
How to use a PC	Gardening (accessible, straw bale, four-season, raised beds, etc.)	Stress management/ relaxation	The creative process	Literature
Word	Landscaping	Nutrition	How to innovate	Writing
Excel	Herbs	Fitness	Creative leadership	Languages
Social media	Organics	Mental health	Entrepreneurship	Listening skills
Safety and privacy	Sustainability	Alzheimer's/ Dementia	Creative problem solving/solution finding	Public speaking
Quickbooks	Beekeeping	Eldercare/ elder laws	Organizational creativity	Interviewing

Online buying and selling	Winemaking, beer brewing, cheese making		Upcycling	Blogging
---------------------------	-----------------------------------------	--	-----------	----------

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, 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, and noises. 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.