

Job Order 601804
February 7, 2018

Department: Corporate Training & Economic Development (CTED)
Salary Grade: PTE
Position # 07100277

Reports To: Manager, Corporate Training & Economic Development

LOCATION: Green Bay Campus

HOURS: **NWTC is looking for an expert to call upon as needed; work times will vary.** Flexibility required, as hours will be based on project demand.

SALARY: \$20.91/hour

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

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.

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

POSITION SUMMARY

Develop instructional materials and products and assist in the technology-based redesign of courses. Design instructional aids for stand-alone or instructor-led classroom or online use. Assist faculty in learning about, becoming proficient in, and applying instructional technology.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the functions identified in the job description.

Essential Functions Statement(s)

- Design learning products, including web-based aids or electronic performance support systems
- Develop instructional materials and products and assist in the technology-based redesign of courses.
- Provide analytical support for the design and development of online training materials and course standards.
- Work with subject matter experts or conduct other research to develop instructional content.
- Perform quality assurance review on elearning modules and assessments.
- Research and evaluate emerging instructional technologies or methods.
- Provide expertise in SCORM and ADA compliance.
- Utilize eLearning authoring tools e.g. Articulate, Adobe Captivate.

POSITION QUALIFICATIONS

Competency Statement(s)

- Values - Demonstrate behaviors and action that support the College’s values - Customer Focus, Everyone Has Worth, Passion and Inspiration, Collaboration, Emotional Intelligence, Results and Accountability, Valuing Talent and Well Being, and Ethics.
- Student Success – Demonstrate behaviors and actions that support student recruitment, retention, and student success initiatives.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, disability, socio-economic background, or job type.
- Detail Oriented - Ability to pay attention to the minute details of a project or task.
- Reliability - The trait of being dependable and trustworthy.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one’s ability using his or her own drive or initiative.
- Analytical – Ability to analyze information and use logic to address issues and solve problems.
- Innovative – Ability to be creative and develop new ideas and answers for work related problems or issues

SKILLS & ABILITIES

Education: Bachelor’s in Training & Development, Communications, Organizational Development, or related field

Experience: 2+ years in a related field, design experience helpful.

***An equivalent combination of education and work experience may be considered*

Computer Skills: Advanced abilities using training software including experience with Articulate 360, Articulate Storyline, and Adobe Captivate. Experience with LMS software (Blackboard Learn and/or other) helpful.

PHYSICAL DEMANDS

N – Not Applicable

O – Occasionally – up to 33 percent of the time or 0 to 2.5 hours per day

F – Frequently – 33 to 66 percent of the time or 2.5 – 5.5 hours per day

C – Constantly – more than 66 percent of the time or more than 5.5 hours per day

Physical Demands		Lift/Carry	
Stand	O (Occasionally)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	F (Frequently)	21-50 lbs	N (Not Applicable)
Handling / Fingering	O (Occasionally)	51-100 lbs	N (Not Applicable)
Reach Outward	O (Occasionally)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	Push/Pull	
Climb	N (Not Applicable)	12 lbs or less	O (Occasionally)
Crawl	N (Not Applicable)	13-25 lbs	O (Occasionally)
Squat or Kneel	N (Not Applicable)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	41-100 lbs	N (Not Applicable)

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.