



**Faculty Fellowship
Associate Degree Nursing Instructor**

Job Order 601829
April 25, 2018

Department: Health Sciences
FLSA Status: Exempt
Salary Grade: FAC C

Reports To: Dean, Associate
Positions Supervised: None
Travel Required: As Necessary

LOCATION: Green Bay

HOURS: Flexibility in schedule is required for day, night or weekend classes as needed.

SALARY RANGE: \$64,831 - \$76,432 (with Full Benefits) based on a 75% standard 175-day obligation.

***Current benefit eligible employees will be placed within the pay range based on their current rate/range.*

Anticipated Start Date: August 2018

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.

FACULTY FELLOWSHIP SUMMARY

This Nursing Faculty Fellowship program was developed as part of the College's institutional commitment to reduce the achievement gap and to create an educational and work environment that reflects, appreciates, and celebrates the diverse society and community in which we live and one that creates a climate for the success of every person by appreciating the uniqueness that they bring to NWTC.

This program offers an opportunity for an aspiring instructor to teach, participate in professional development training opportunities (e.g., [Instructor Preparation Academy](#), [Faculty Quality Assurance](#)), be assigned a mentor, receive tuition reimbursement, and obtain an insider's perspective on navigating instructing at Northeast Wisconsin Technical College.

This is an ideal opportunity for a diverse candidate to make an impact in the nursing profession. With the current shift in demographics, coupled with the ongoing disparities in health care and health outcomes; concerted efforts are needed to diversify the health-care workforce. The positive impact of promoting diversity in the nursing workforce transcends clinical care, and is evident in all areas of nursing, including nursing education and research.

EMPLOYMENT CONDITIONS

The fellow will have a reduced teaching schedule, for up to three years, to provide time needed to pursue obtaining the required Masters of Science in Nursing Education within three years of acceptance into the fellowship.

The selected individual will participate in the creation of an Individual Development Plan. This plan covers performance expectations and measures identified in NWTC's Faculty Profession Structure (course success data, learner feedback, team action plan progress, self-reflection and ongoing development) in the areas of subject matter expertise, instructional excellence, student success, and career aspirations.

The selected fellow must adhere to their graduate College's Satisfactory Academic Progress Policy and maintain expectations of an NWTC employee as identified in the Employee Handbook. Failure to adhere may result in termination of employment and/or repayment of educational funding.

POSITION SUMMARY

Northeast Wisconsin Technical College is an innovative leading-edge college dedicated to student success. An instructor's primary purpose is to design instruction and assessment in an engaging environment to foster learner success. An instructor continually improves the overall quality in the delivery of learning to support the achievement of college outcomes and priorities utilizing evidence to support decision-making. Instructors work in alignment with the college's mission, vision, core values, and operating principles. Instructors are expected to provide service to the college community exemplified by teamwork, committee involvement, and participation in shared leadership activities. In addition, instructors commit to ongoing professional growth in both instructional and technical areas, as well as the development of their colleagues and teams.

It is our commitment as a College to ensure that we invest the resources necessary to positively impact teaching and student success. Consistent with this commitment all new faculty are required to successfully complete the Northeast Wisconsin Technical College Instructor Preparation Academy. The Academy is a structured, practical, course-based cohort learning experience during first three years of employment. Courses include teaching and learning strategies, guidance and counseling, curriculum development, assessment, diversity, and more. The details of the schedule will be made available upon hire.

PRIMARY DUTIES AND RESPONSIBILITIES

- Develop and foster positive working relationships within various clinical agencies used by the nursing program.
- Teaching assignments will include clinical rotations with students.
- Flexibility in area of assignment is required, with **expectations** for evening and/or weekend assignments.
- Primary teaching assignments will be Medical-Surgical Nursing theory and clinical.
- Primary clinical assignments will be specific to program needs at the time of hire in a variety of agencies which support the Associate Degree Nursing curriculum.

MINIMUM QUALIFICATIONS AND WORK EXPERIENCE

- BSN and enrolled in and actively pursuing the completion of Masters of Nursing Education
- Applicant must have five years of experience specific to program needs at the time of hire (recent experience preferred).
- At a minimum, occupational experience has to have occurred at least 1 year within the last 5 years
- Teaching experience, preferably in nursing is desirable.
- Charge nurse/team leader experience also desirable.
- Must meet requirements of appropriate accrediting agencies, have or be able to obtain Wisconsin Nursing licensure and be certifiable by the Wisconsin Board of Nursing.
- Employment is conditional on compliance with state statute regarding the completion of a Caregiver Background Check and the results acceptable to the clinical agencies accessed in the curriculum.

Other Requirements

- Previous teaching experience with adult learners is preferred
- Ability to work non-standard hours including evening and weekend hours

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)

- Develop and continually revise curriculum that includes multicultural perspectives, core abilities, and technical content to meet industry or regulatory standards to prepare graduates for successful careers.
- Utilize engaging instructional strategies and methodologies which foster student success both in and outside of the classroom.
- Create learning experiences which integrate multiple alternative or emerging delivery methodologies and instructional technologies to maximize student success, including, but not limited to, hybrid, face-to-face, video conferencing, self-paced, and on-line course delivery.
- Provide immediate, routine, and consistent feedback to students to assist them in improving performance in technical and core ability competencies.
- Create a learning environment that integrates best practices for student success including authentic service learning, student club events, and engagement in profession specific activities.
- Develop, support, participate and collaborate with other departments on student recruitment, program marketing, and referral of students as needed for student success strategies including tutoring, counseling, advising, etc.
- Use data to measure quality outcomes related to student persistence, retention, completion rate, course success, and to design improvement strategies based on the evidence.
- Comply with College policies and practices related to instruction, assessment, and delivery.
- Engage with business and industry through engagement and participation in advisory committees, including the recruitment of new members, planning of meetings, participation in community groups, and business visits.
- Participate in community and college-sponsored events to promote the college's programs and enhance community relationships.
- Engage in division, department and team meetings and requirements including the development and completion of the college's strategic planning through team action plans and budget requests
- Maintain proficient knowledge and skill in emerging trends and current occupational practices by networking with regional industry leaders and participating in continuing education and professional development.
- Assist in the development of adjunct faculty through communication, sharing of resources, coaching and mentoring.
- Maintain WTCS teaching certification and licensure required by other agencies to maintain individual and program accreditation.

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.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Adaptability – Ability to adapt to new and emerging technologies and incorporate them into the curriculum
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience. Learn and use technology and alternative delivery methods, including, but not limited to, online instruction and distance education.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Enthusiastic - Ability to bring energy to the performance of a task.
- Flexibility – Ability to adapt quickly to changing demands, assignments and circumstances.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.

- Technical Aptitude – Ability to use essential technology and software for instructional and communication purposes.

PHYSICAL DEMANDS

Physical Demands		Lift/Carry	
Stand	F (Frequently)	10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	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	N (Not Applicable)
Squat or Kneel	N (Not Applicable)	26-40 lbs	N (Not Applicable)
Bend	N (Not Applicable)	41-100 lbs	N (Not Applicable)

- N (Not Applicable)** Activity is not applicable to this occupation.
- O (Occasionally)** Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
- F (Frequently)** Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
- C (Constantly)** Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

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.