



Utility Electricity (Substation) Apprenticeship Instructors Part-time

Job Order

Date: August 22, 2022

Northeast Wisconsin Technical College is an innovative leading-edge college dedicated to student success. Part-Time faculty are an integral part of the College's staff, helping us provide all learners with the highest quality learning opportunities when, where and how they want it.

Upon successful submission of your application, you will be considered for future part-time faculty opportunities. NWTC will keep your application in our files as a POTENTIAL candidate who could possibly fill a position when or if the need arises.

LOCATION: Green Bay, WI

COURSE OFFERINGS: Fall (August 6, 2022 – December 31, 2022) – Looking to build a pool of qualified candidates available to instructor daytime, evenings and/or weekends. Please indicate availability on your resume/cover letter.

SALARY: \$45.00 per class hour contracted

POSITION REPORTS TO: Associate Dean, Trades & Engineering Technologies

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

The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with the world, identify challenges, and to discover, design, and deliver solutions. We value the ability to serve students from a broad range of cultural heritages, socioeconomic backgrounds, genders, abilities, and orientations. Therefore, we seek applicants who demonstrate they understand the benefits of diversity in a higher education community. Consideration will be given to equity-minded individuals committed to collaborating with faculty, staff, administration, students, and community partners who are also committed to closing equity gaps. **You belong here. See why you will love working at NWTC.**

MINIMUM QUALIFICATIONS AND WORK EXPERIENCE

Education: Completion of Apprenticeship Program OR Journey-workers certificate in subject area OR Associate's degree in related field and five years of direct occupational experience.

Occupational Experience: Five years of direct occupational experience. At a minimum, occupational experience has to have occurred at least 1 year within the last 5 years.

- Occupational experience may include positions as:
 - Line worker
 - Substation Electrician

Cultural Competence: Demonstrated commitment to diversity, equity, and inclusion and sensitivity to and understanding of a diverse community of college students, faculty, and staff.

*NWTC welcomes candidates who currently possess the desired skills and experience and are committed to learning and growing.

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)

- Responsible for planning, preparing, and delivering instruction and assessment of learning outcomes.
 - To learn more about courses offered, please view program Information [here](#)
- Utilize engaging instructional strategies and methodologies which foster student success both in and outside of the classroom.
- Maintain accurate student records and communication.
- Advise and support students as a mentor and role model in the achievement of their learning and career goals. This includes being accessible to students outside of scheduled classroom time.
- Provide educational leadership and work effectively with faculty, administration, and campus support staff.
- Maintain Faculty Quality Assurance System requirements and licensure required by other agencies to maintain individual and program accreditation.
- Comply with College policies and practices related to instruction, assessment, and delivery.
- Additional duties and responsibilities will be discussed as needs arise.

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

Stand	F (Frequently)	Lift/Carry 10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	O (Occasionally)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	O (Occasionally)	51-100 lbs	O (Occasionally)
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	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	O (Occasionally)	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.

Northeast Wisconsin Technical College does not offer H-1B or other work authorization visa sponsorship for this position. Candidates must be legally authorized to work in the United States at the time of hire and maintain work authorization throughout the employment term. If you have questions regarding this, please contact Talent and Culture.

NWTC does not discriminate on the basis of political affiliation, age, race, creed, marital status, color, religion, sex (including sexual orientation, gender identity, and gender expression), national origin, disability, veteran status, genetic testing or other applicable legislated categories, ("each a protected class"). Inquiries regarding the College's nondiscrimination policies may be directed to the Vice President for Diversity, Equity, and Inclusion at (920) 498-6826 or equity@nwtc.edu.