

# Position Announcement

## Immediate Adjunct Faculty needs in the following instructional areas:

- AODA
- Applied Engineering Technology
- Auto CAD – Wausau & Antigo
- Automotive
- Building Construction (Green)
- Certified Nursing Assistant – Wausau & Antigo
- Electronics / Electromechanical
- Hydraulics/Pneumatics
- HVAC
- IT – Open Source Web Site Developer
- IT – Help Desk
- IT – Web Designer
- Machine tool
- Math – Antigo
- Mechanical Design
- Printing Graphics
- Photovoltaic
- Sheet Metal
- Structural Steel Detailing
- Welding
- Wind Technology

**General Qualifications:** Bachelors' degree or occupational experience combined with education and training for the occupation totaling 7 years or 14,000 hours shall be equivalent to a bachelor's degree. Candidate must be able to meet Wisconsin Technical College System certification requirements at the time of hire. The successful applicant will be responsible for completing requirements to obtain and maintain a current teaching certification from the Wisconsin Technical College System Board. Final candidates' employment offers will be subject to completion of a criminal background check.

**Note: Qualifications may differ for specific area. Please visit the WTCS link for more information on qualifications and certification:** <http://systemattic.wtcsystem.org/Certification/default.htm>

**SALARY:** Salary commensurate with academic preparation and occupational experience.

**Application:** To be considered a candidate for this position, please submit 1) a completed NTC application form, 2) current resume, 3) three professional references (name & contact number), and 4) **photocopy of all transcripts and/or certification(s)** (*official transcripts and/or certification(s) will be required at time of hire*). **These positions will remain open until filled.** Please forward all information to:

Human Resources  
Northcentral Technical College  
1000 W. Campus Drive  
Wausau, Wisconsin 54401

E-mail: [hral@ntc.edu](mailto:hral@ntc.edu), Fax: (715) 675-3523, or contact our Job Hotline at (715) 675-3331, ext. 5120 for application material. Applications may also be downloaded and printed from our web site at [www.ntc.edu](http://www.ntc.edu). Indicating "See Resume" on the application does not constitute a completed application.

NTC is an equal opportunity/access/employer and educator. Reasonable accommodations will be provided for qualified individuals with disabilities.

## Adjunct Faculty Job Description

### Basic Functions and Responsibilities:

The instructor is primarily responsible for creating a learning and teaching environment for students in accordance with the educational objectives of the college.

### Characteristic Duties and Responsibilities:

1. Teach units of instruction to students in higher education programs, adult and continuing education courses, or economic development activities as follows:
  - Meet classes as assigned
  - Present instruction based on the competencies and performance levels of the course
  - Maintain accurate attendance and scholastic records of students
  - Respond to student questions
  - Participate in the college's assessment process
  - Validate that learning has taken place
  - Submit required reports
2. Plan learning activities and use teaching methods designed for a variety of learning styles to help students achieve course outcomes.
3. Assist with maintaining a classroom/laboratory/shop environment emphasizing safety, good housekeeping, and equipment security.
4. Use course text, outlines, syllabi, and other curriculum materials in accordance with college and department guidelines.
5. Participate in communications with the college, department, and team. Meet response deadlines as required.
6. Participate in professional development and in-service activities.
7. Meet and maintain certification as required by the Wisconsin Technical College System and other licensing agencies.

### Qualifications:

1. Teaching experience desirable.
2. Ability to plan, organize, and instruct in quality educational programs.
3. Ability to communicate effectively with adult learners and to maintain good relationships with staff and students.
4. Ability to work collaboratively with teams and college staff for continuous improvement.

5. Ability to exercise individual initiative, independent action, and sound judgment.

6. Academic instructor:

- Bachelor's degree with a minor in the subject area or a minimum of 20 semester credits in the subject area
- 2,000 hours of occupational experience in a field other than education

Occupational instructor:

- Bachelor's degree or equivalent
- Education and training in the occupational area being taught
- 4,000 hours as a fully qualified worker in the occupational area being taught

Vocational instructor:

- Experience/education/training in area being taught

7. Currently competent in areas expected to teach.

# NTC Certification Process

Certification is an effort to ensure quality education in the Wisconsin Technical College System (WTCS) through a program of continuous participation in activities that will contribute to the professional growth of employees within the system. Certification of faculty, counselors, instructional specialists, and administration is governed by the Wisconsin Administrative Rule, Chapter TCS3, which identifies minimum requirements for initial certification and continued certification. Specific certification requirements for each of these positions can be found at the WTCS web site: <http://systematic.wtcsystem.org/Certification/default.htm>

If an individual is interested in pursuing certification through the WTCS, they must first be employed at one of the technical colleges throughout the state.

Individuals interested in pursuing either a full-time, part-time, or adjunct faculty position at NTC must be eligible for certification as an occupational or academic instructor. An occupational instructor is a person employed to teach one or more courses that are vocational or technical in nature. Examples of courses that an occupational instructor could be teaching are welding, accounting, nursing, marketing and agriculture. Occupational instructors are required to have a baccalaureate degree and two years (4,000 hours) of occupational experience in a target job of the program or an equivalent combination of education and work experience.

An academic instructor is a person teaching one or more courses in academic subjects such as mathematics, social science, English, communications, and science. Academic instructors are required to hold a baccalaureate degree with a specific major or a required number of credits toward a major plus one-year (2,000 hours) of occupational experience outside of education.

Both occupational and academic instructors are required to provide written verification of occupational experience from present or previous employers and official transcripts.

Instructors that are delivering classes that are not part of or associated with state designated programs (non-credit courses) are referred to as Adult and Continuing Education instructors and are subject to the same educational and occupational requirements. Exceptions to these requirements are indicated in Certification Guideline #49, Process for Adult and Continuing Education, which can be found at web site:

<http://systematic.wtcsystem.org/Certification/Cert/guide/guid49.htm>

Instructors delivering classes that are designated as community service, such as exercise, bridge, and crafts are exempt from these certification requirements. However, the college will continue to seek out individuals who are qualified to deliver these types of classes, i.e., recognized experts in the subject who possess a license, certificate, or other recognition from a sponsoring body.

Since technical colleges recruit many instructors directly from employment in business and industry, certification in the technical college system recognizes the importance of instructors receiving training in sound educational principles and practices. Most instructors are certified at the provisional level upon entering the system. Instructors certified at the provisional level are ultimately working toward the standard five-year certification, which requires completion of seven education courses in the areas of teaching, learning, assessment, and curriculum.

The seven courses are:

**Curriculum or Course Construction** - Instructional curriculum design for effective teaching

**Technical and Adult Education in the WTCS** - Prepares technical college educators to contribute to the accomplishment of the Wisconsin Technical College System mission and purposes

**Teaching Methods** - Learning environment, instructional methodologies

**Educational Psychology** - Psychology of learning with an emphasis on the teaching and learning process of adult learners

**Educational Evaluation** - Student assessment, instructor assessment, and institutional assessment

**Guidance and Counseling** - Importance of guidance as an integral part of the teacher's role in relationship to the local community

**Educational Diversity** - Learning environment that meets the needs of diverse student populations

Upon completion of the initial seven education requirements and obtaining the five-year certification, renewal of the five-year certificate can be accomplished by completing six semester credits each five years, two months of appropriate occupational experience, or other professional activities identified in the district plan. District plans are developed at each individual technical college, and renewal is handled within district where the individual is employed.

For complete information on certification in the Wisconsin Technical College System, refer to:

<http://systematic.wtcsystem.org/Certification/default.htm>

**Contact Person at Northcentral Technical College:**

Mary Herzog, 715.803.1301 or e-mail [herzog@ntc.edu](mailto:herzog@ntc.edu)

**Local Employment Hot Line**, 715.675.3331, Ext. 5120

**Toll Free Hot Line**, 1.888.682.7144, Ext. 5120