

# Position Announcement

## Microsoft Office Power User Adjunct Faculty

NTC has an immediate opening for a Microsoft Power User Adjunct Faculty to teach advance Excel and Access. This position is available for days.

**General Qualifications:** Intermediate/advanced level of Microsoft Access and Excel features including IF Functions, pivot tables, importing data from Crystal Reports, statistics, and other formulas strongly preferred. 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.

**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.