

Adjunct (Part-Time) Instructors Needed

Join Chippewa Valley Technical College as a part-time instructor! CVTC offers over 50 areas of instruction, general education and customized training for business and industry. **We are looking to expand our part-time instructor applicant pool specifically in the following areas:**

- ★ [Academic Services](#)
- ★ [Business & Industry Trainers](#)
- ★ [Machine Tool](#)
- ★ [Microbiology](#) (River Falls campus)
- ★ [Microsoft Office 2007](#)
- ★ [Nanoscience](#)
- ★ [Nursing](#)
- ★ [Nursing Assistant](#)
- ★ [Reading](#)
- ★ [Speech](#) (*Masters Degree in Speech preferred*)
- ★ [Truck Driving](#)
- ★ [Welding](#)

Part-time instructor, Business & Industry Trainer, or Teaching Assistant needs in the areas listed above are anticipated as early as Fall Semester. **Please click on each area to view the minimum WTCS Certification requirements that must be met in order to be considered for teaching assignments within a particular area.** Contact Lori Boeck, Certification Officer, with any questions regarding the WTCS Certification requirements: (715) 833-6337 OR lboeck@cvtc.edu.

Specific dates and times of courses are in the process of being determined. Individuals chosen for adjunct teaching assignments may be required to meet with students and/or attend department meetings. Therefore, all interested candidates must live within driving distance of one of the [CVTC campuses](#).

Please Note: These are potential needs for the next semester or in the near future. Final formation of the courses is dependent upon course enrollment.

COMPENSATION:

The hourly rate for Part-Time Instructors is based on the Adjunct Faculty Salary Schedule found at: http://www.cvtc.edu/PDFFiles/Adjunct_SalSch%202008.pdf.

HOW TO APPLY:

- 1) Access and complete the "[Candidate Information and Selection Sheet](#)" to indicate which instructional areas you are interested in teaching. (PLEASE DO NOT SELECT MORE THAN 3 AREAS.)
 - 2) Complete and submit the following documents to the Human Resources department (see below for address):
 - a. The [Employment Application](#)*
 - In the "Position Title" field, please indicate which instructional area you would like to be considered for.
 - b. A resume (this can also be emailed to rgilbertson9@cvtc.edu)
 - c. A copy of your transcripts. (Official transcripts are required upon hire.)
 - d. Copies of any related certificate/licenses that might be required by outside agencies.
- * requires [Adobe Acrobat Reader](#)

Please submit your application materials to:

Human Resources
Chippewa Valley Technical College
620 West Clairemont Avenue
Eau Claire, WI 54701-6162

Your application will be considered complete when ALL items listed above are on file in Human Resources at CVTC. Please Note: A delay in our receipt of the required application items may prevent you from being considered for a particular adjunct teaching assignment.

If you are selected for an interview you will be personally contacted via phone, email or mail.

CVTC hires employees who are able to meet the challenges of the 21st century. We are seeking individuals who are creative, open to change and new methods of work practices, and willing to promote the College's vision and mission in a customer-oriented, participatory environment. Individuals who value commitment, collaboration, trust, respect, excellence, and accountability are encouraged to apply.

College Vision: Chippewa Valley Technical College: A dynamic community focused on learning and dedicated to student success.

College Mission: Chippewa Valley Technical College delivers superior, progressive technical education which improves the lives of students, meets the workforce needs of the region, and strengthens the larger community.

Chippewa Valley Technical College is an Equal Opportunity/Access Employer and Educator.
Reasonable accommodations will be provided for qualified individuals with disabilities.