



## Join CVTC as a Part-Time Business & Industry Trainer!

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**Share your skills and practical job experience with members of your local community by becoming a Business & Industry Trainer for CVTC!**

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### What is a Business & Industry Trainer?

A Business & Industry Trainer collaborates with businesses to develop and administer [customized training](#) or [professional development seminars](#) for employees in a particular field as needed. CVTC works with businesses throughout its [11-county district](#) to provide valuable training designed to enhance employee skills and productivity. These training sessions are held either at one of CVTC's campuses or at the company's location. Business & Industry training assignments offer a great deal of flexibility. In order to be considered for Business & Industry Training, a completed adjunct application to the college is required.

<b>Business &amp; Industry Trainer</b>
• Trainer and business collaborate to determine dates/times of the training sessions.
• Course curriculum customized to meet business needs.
• Training sessions may be held at one of CVTC's campuses or at the company's location.
• Training offered via a variety of delivery methods.
• Trainers are paid according to the <a href="#">Adjunct Faculty Salary Schedule</a> .

### Application Process

- 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 list 'B&I Trainer' and indicate which instructional area you would like to be considered for.
  - b. A resume (this can also be emailed to [rgilbertson9@cvtc.edu](mailto: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 teaching assignment.

## **Selection Process**

Our [Business & Industry Representatives](#) meet initially with local businesses to identify the type of training they are interested in providing for their employees. They then search through the applications submitted by individuals who indicate an interest in teaching for CVTC. After a qualified individual is found, he/she along with one of CVTC's Business & Industry Representatives meets with the company to build the training.

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CVTC hires employees who are able to meet the challenges of the 21<sup>st</sup> 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.**