

STAFF OPENING



Lakeshore Technical College does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, sexual orientation, lack of English skills, arrest or conviction record, political affiliation, marital status, or other protected categories, in its services, employment, programs, and/or educational programs and activities, including but not limited to admissions, access and participation. The College attempts to be in compliance with all federal laws including but not limited to Title IX & Section 504. Inquiries regarding nondiscrimination policies are handled by the Affirmative Action Officer, 1290 North Avenue, Cleveland WI 53015, phone 920.693.1163 or 888.468.6582, ext. 1163.

Lakeshore Technical College provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities. Persons requiring accommodation to access the College's programs, services, and/or employment should call LTC at 920.693.8213, 888.GO TO LTC (888.468.6582), or TTY Hearing Impaired at 920.693.8956 seven days in advance of the need.

Telephone: 1.888.GOTOLTC

Fax: 920.693.8078

Website: www.gotoltc.edu

JOB TITLE: Accounting and Business Management Instructor (Full-Time)

EMPLOYMENT AND WORK SCHEDULE:

36-week contract

Contract Dates: August - May

Flexible day/evening/weekend hours based upon the needs of the college

Additional summer hours possible

JOB DESCRIPTION:

Provide instruction to students in the accounting and business management programs for traditional day and accelerated evening programs for employed adults. Responsible for placing learning first and providing educational experiences for learners in various formats, schedules, and in various places in accordance with the mission of the college inclusive of: facilitating learning, assessing student performance as well as instruction and outcomes, developing and maintaining current/relevant course materials, and communicating with the community, other schools, the college, the division, and team members. Developing internship sites for students in Business Management.

QUALIFICATIONS*:

Master's degree in a field related to business with a minimum of 30 credits at the undergraduate/graduate level in Accounting required. A minimum of two years (4,000 hours) of recent occupational experience (directly related to accounting and business management fields) outside the field of education or seven years (14,000 hours) in lieu of the undergraduate/graduate/major not in accounting. Keyboarding and PC skills in a Windows environment are essential. Participation in professional staff orientation program. Must be innovative and able to collaborate with other staff for developing curriculum for classroom instruction. Must be well motivated and have a strong interest in contributing to the success of the College. Positive human relations and effective written and oral communication skills essential. Ability to encourage student participation in the Business Professionals of America organization required. Must meet the Wisconsin Technical College System certification requirements. Employment conditional on completion of Background Information Disclosure (BID) and the results acceptable to the college.

OTHER QUALIFICATIONS:

Two years of teaching and curriculum development experience is preferred. Certified Public Accountant (CPA) and/or Certified Management Accountant (CMA) preferred. Experience in delivering instruction by alternative methods such as instructional television or online. Must possess excellent classroom delivery skills, which encourage success and participation on the part of students. Ability to relate successfully with students, staff, and general public of diverse cultural, social or educational backgrounds. Fluent, bilingual individual who has experience working with culturally diverse populations is desirable.

SALARY EXPECTATION: Contract Salary Schedule

BENEFITS:

Health Insurance	Life Insurance	Professional Development	Flex Spending Program
Dental Insurance	Wisconsin Retirement System (WRS)	Tuition Reimbursement	On-Site Child Care Center
Long Term Care Insurance	Employee Assistance Program (EAP)	Sabbatical	Wellness/Fitness Center
Long Term Disability	Paid Leave of Absence (PLOA)	Holidays	

LOCATION: Lakeshore Technical College • 1290 North Avenue • Cleveland, WI 53015

RECRUITMENT PERIOD: Beginning: Friday, May 29, 2009
Closing: Until position is filled

APPLICATION PROCESS: An LTC Certified Employment Application must be completed in its entirety to be considered for a position at the College. **Unofficial college/university transcripts and copies of licenses/certifications must be submitted to the Human Resources Department in addition to the employment application.** To obtain our online employment application please visit LTC's website at www.gotoltc.edu or simply call Human Resources at 920.693.1863 to request an application.

***Note:** Meeting the minimum requirements does not guarantee an interview for a position.