



Human Resources  
Office: 414-297-6576  
Fax: 414-297-6727

**FACULTY OPENINGS**  
**As of**  
**November 6, 2009**

| <b>TITLE</b>   | <b>CAMPUS</b> | <b>CLOSING DATE:</b> |
|--|---------------|----------------------|
| Instructor, Auto Collision Repair and Finish Tech (PT) | Oak Creek     | Until Filled         |
| Instructor, Chemistry                                  | Milwaukee     | 11/09/2009           |
| Instructor, Computer Information Systems               | Multi-Campus  | Until Filled         |
| Instructor, History (Native American Emphasis)         | Multi-Campus  | 11/23/2009           |
| Instructor, Marketing (PT)                             | Multi-Campus  | Until Filled         |
| Instructor, Radiography (PT)                           | Milwaukee     | Until Filled         |
| Instructor, Real Estate (PT)                           | West Allis    | Until Filled         |

**To view a complete job description and submit an**  
**Online Application,**  
**please visit the MATC website at [www.matc.edu](http://www.matc.edu).**

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## **INSTRUCTOR, AUTO COLLISION REPAIR AND FINISH TECHNICIAN OAK CREEK CAMPUS/PART TIME**

CLOSING DATE: Until filled

### NATURE OF WORK:

Under the supervision of the Associate Dean, Technology and Applied Sciences Division, while located at the Oak Creek Campus, to plan, develop and revise a program of instruction and to teach auto body repair and finish through lecture and demonstration methods, classroom and laboratory courses in technical diploma or certificate programs. Subject matter includes automobile structural analysis and repair, frame straightening, uni-body repair, sheet metal repair, refinishing, automobile paint analysis and automobile painting. Related duties include acquisition of supplies and equipment, upkeep of laboratory facilities and equipment, participation in division and department activities, and the performance of duties as assigned.

### **Qualifications**

1. Must meet WTCS (Wisconsin Technical College Systems) requirements for an automotive body instructor.
2. Must have a minimum of seven (7) years of recent occupational work experience as an automotive body technician including:
  - Uni-body and frame straightening and measuring,
  - Replacement and repair of panels,
  - Paint application and color correction.
3. Must have formal training at the Bachelor's degree level or Associate degree level or apprenticeship level or equivalent, which when combined with occupational work experience satisfies the state WCTS requirements for certification.
4. Must be able to communicate effectively with staff and students through both oral and written means.
5. Must be able to relate successfully with students and staff of diverse cultural, social, and educational backgrounds.
6. Previous teaching experience is desirable but not required.
7. ASE / I-CAR certification preferred,

### SALARY:

Commensurate with experience

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INSTRUCTOR, CHEMISTRY (\*OUT)  
MILWAUKEE CAMPUS

REPOST

**\*OUT = Position will be offered to internal or external applicants**

CLOSING DATE: November 9, 2009

**This instructor position is available within the Liberal Arts & Sciences Division for Spring 2010.**

NATURE OF WORK:

Under the supervision of the Associate Dean, to teach classroom and laboratory courses in Chemistry, Biochemistry, and the Chemical Technician program. Related duties include curriculum development; student advising; maintenance of science laboratories; participation in grant-related activities; active participation in departmental, divisional, and MATC- and WTCS-wide activities to promote teaching and learning; and other duties as assigned.

## Qualifications

1. Must have a Master's degree in Chemistry or Biochemistry, or a Master's degree in another discipline with at least eighteen (18) graduate credits in Chemistry and Biochemistry; Ph.D. is preferred.
2. Must have at least two (2) years (4,000 hours) of related occupational experience.
3. Must have at least two (2) years of post-secondary teaching experience.
4. Must be prepared to work one-on-one with students in the classroom and traditional laboratory environments.
5. Experience in innovative delivery strategies in instruction in Chemistry and Biochemistry, including alternative delivery courses (i.e., Internet) and course management (i.e., Blackboard), is preferred.
6. Experience in proposal development and grant writing is preferred.
7. Knowledge of assessment of student academic achievement techniques is desirable.
8. Must meet Wisconsin Technical College System (WTCS) instructor certification requirements.
9. Must have academic background and/or experience in the teaching of marginally prepared students.
10. Must be able to communicate effectively with staff and students through both oral and written means.
11. Must be able to relate successfully with students and staff of diverse cultural, social, and educational backgrounds.

SALARY:

Salary is based upon education and experience. A Master's degree and five years of related experience would gross an approximate beginning salary of \$67,180.

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## **INSTRUCTOR, COMPUTER INFORMATION SYSTEMS MULTI CAMPUS (OUT)**

CLOSING DATE: Until Filled

This instructor position is available within the Business and Information Technology Division beginning Spring 2010.

### NATURE OF WORK:

Under the supervision of the Associate Dean, Business and Information Technology Division, to teach assigned courses in the Information Technology programs. This position requires that the incumbent instruct courses at multiple MATC campuses in either day/or evening programs. Related duties include curriculum development, participation in divisional, departmental and campus activities and other duties as assigned.

### **Qualifications**

1. Must have a Master's degree and occupational experience in information systems security area; or equivalency.
2. Must have a minimum of two (2) years of current occupational experience in information systems field with emphasis on computer networking and infrastructure/computer security.
3. Must be able to relate successfully with students, staff and the business community
4. Must be able to communicate effectively with staff and students through both oral and written means.
5. Must be able to work with a culturally diverse student population.
6. Must be or must become a CISCO certified academic instructor (CCAI) within one year of employment.
7. Previous teaching experience is desirable.
8. Must demonstrate proficiency in network installation, network security configuration, troubleshooting, and administration/support of different routers, servers and virtual environments. Must also demonstrate background in systems programming and scripting.
9. Knowledge of Information Technology Auditing, Virtualization, Management Information Systems (MIS) and various hardware setups as well as functions and exposure to data transmission facilitates installation of various servers and security appliances are desirable.
10. Familiarity with web, internet security.
11. Performs related duties as required or assigned.

### SALARY:

Salary is based upon education and experience. A Master's degree and five years of related experience would gross an approximate beginning salary of \$67,180.

### APPLICATION INSTRUCTIONS:

To be considered for this position, please complete the following:

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- Attach a copy of your college transcripts
- Application review will begin on November 2, 2009

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**INSTRUCTOR, HISTORY  
NATIVE AMERICAN HISTORY EMPHASIS  
MULTI CAMPUS (OUT)**

CLOSING DATE: November 23, 2009

NATURE OF WORK:

Under the supervision of the Associate Dean, to teach courses in American Indian History and Culture, including American Indian history from Pre-European contact to the present; as well as Wisconsin Indian History. Related divisional and departmental responsibilities include curriculum development in American Indian History and Cultures and/or specialty courses, teaching other History courses as needed, participation in divisional and departmental activities, and other duties as assigned.

## Qualifications

1. Must have a Master's Degree or PhD in History, with at least eighteen (18) graduate credits in the area of American Indian History and Culture. Additional graduate credits in American, World or European History preferred.
2. Two (2) years successful and extensive post secondary experience in teaching adults of varying educational and cultural backgrounds.
3. Must be experienced working with the American Indian national, state, or tribal community.
4. Must have at least 1 year (2000 hours) work experience not related to the field of education.
5. Must have experience using the Blackboard Learning Management System (or similar system) in the delivery of instruction. Experience with online or alternative delivery instruction preferred.
6. Must have education and/or experience (preferably both) in working with adults who need developmental instruction.
7. Demonstrated experience working with culturally diverse students and staff.
8. Must be able to communicate effectively through both oral and written means.
9. Must have knowledge of assessment of student academic achievement techniques.
10. Must meet Wisconsin Technical College System (WTCS) certification requirements.

SALARY:

Salary is based upon education and experience. A Master's degree and five years of related experience would gross an approximate beginning salary of \$67,180.

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**INSTRUCTOR, MARKETING  
MILWAUKEE CAMPUS/PART-TIME-REPOST**

CLOSING DATE: Until Filled

**This instructor position is available within the Business and Information Technology Division for Fall 2009**

NATURE OF WORK:

Under the supervision of the Associate Dean, Business Division, to teach specialized courses in the Marketing Management program in accelerated, online, and traditional format using active learning techniques. Instructor will be responsible for curriculum development in accelerated and traditional format. Instructor will work closely with potential students and act as a lead instructor and advisor for program students. The teaching assignment may include any course in the Marketing Management program including advertising, marketing research, advertising copywriting, media planning, ecommerce, web marketing. The instructor will be given district-wide assignments that may include day, evening, weekend, online, on-campus or off-campus classes. Related duties include participation in divisional and departmental activities such as program promotion, program assessment, program evaluation, advisory committee coordination, scheduling, budgeting and continuous process improvement.

## Qualifications

1. Must meet state WTCS certification requirements.
2. Must have a Master's degree in Marketing, Marketing Communications, Ecommerce, E-business, Business Administration or related field.
3. Must have a minimum of three (3) years of professional level work experience in advertising, internet marketing, database marketing, interactive marketing, ecommerce, e-business or marketing management.
4. Must have working knowledge of applying technologies to marketing/business planning, execution and evaluation. Those technologies include the Internet, microcomputers, Windows OS, software applications, ecommerce, and online/digital/interactive/social media and communications technologies. Experience working with MS Office Suite applications is necessary. Experience working with Creative Suite-type applications (such as Dreamweaver, Adobe Photoshop and Adobe InDesign) is highly desirable.
5. Experience in developing interactive marketing communication campaigns for business clients, which encompass aspects of online advertising, public relations, emerging and social media is highly desirable.
6. Experience in design and application of marketing research projects is highly desirable.
6. Must be willing to work with student related activities.
7. Must be able to communicate effectively with staff and students through both oral and written means.
8. Must be able to relate successfully with students and staff.
9. Ability to work with persons from diverse socio-economic and racial backgrounds.
10. Must be able to relate successfully with students and staff of diverse cultural, social, and educational backgrounds.
11. Active participation in professional associations is desirable.
12. Previous adult teaching experience is desirable.

SALARY:

Commensurate with experience

APPLICATION INSTRUCTIONS:

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- For those applicants who applied under the previous posting, there is no need to reapply. Your application is still under consideration.

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**INSTRUCTOR, RADIOGRAPHY  
MILWAUKEE CAMPUS/PART TIME**

CLOSING DATE: UNTIL FILLED

**This instructor position is available within the Health Occupations Division Fall 2009**

NATURE OF WORK:

Under the supervision of the Associate Dean, to teach classroom, laboratory, and clinical education courses in Radiography to associate degree students. Duties include development and teaching of Radiography courses. Duties also include ordering classroom/laboratory supplies; equipment maintenance; conducting and supervising classroom, laboratory and clinical placement learning experiences; evaluating student achievement; assisting in the development of the curriculum; helping to formulate departmental policy and procedures, evaluating program effectiveness, developing strategies to enhance student achievement, participation in divisional and departmental activities, and other duties as assigned.

## Qualifications

1. Must have a Bachelor's degree in Radiography, Education or a related field; a Master's degree in Education, a science discipline, or management is preferred.
2. Must be a registered Radiographer with the American Registry of Radiologic Technologists.
3. Must have at least two (2) years of full-time work experience as a registered Radiographer.
4. Documented post-secondary education course work equivalent to fourteen credits in curriculum/course construction, philosophy of vocational technical and adult education, teaching methods, educational psychology, educational evaluation, guidance and counseling and educational diversity is preferred.
5. At least two (2) years of teaching experience is desirable.
6. Must be able to communicate effectively with staff and students through both oral and written means.
7. Must be able to work effectively with staff and student of diverse cultural, social, and economic backgrounds.
8. Must be able to work with a culturally diverse student population.

SALARY:

Salary is based upon education and experience.

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**INSTRUCTOR, REAL ESTATE  
WEST ALLIS CAMPUS PART-TIME**

CLOSING DATE: Until Filled

**This instructor position is available within the Business and Information Technology Division for Fall 2009**

NATURE OF WORK:

Under the supervision of the Associate Dean, Business Division, to teach Real Estate courses with a specialty in Home Inspection. Related duties include participation in division and departmental activities and other duties as assigned.

**Qualifications**

1. Must meet WTCS certification requirements.
2. Must have a Bachelor's degree in Business or a related field.
3. Must have a minimum of three (3) years of professional level work experience in home inspections.
4. Extensive knowledge of the Real Estate Industry.
5. Must have a working knowledge of microcomputers.
6. Must be willing to work with student related activities.
7. Must be able to communicate effectively with staff and students through both oral and written means.
8. Must be able to relate successfully with students and staff of diverse cultural, social, and educational backgrounds.
9. Active participation in professional associations is desirable.
10. Knowledgeable about abestos, lead based paints, weatherization, plumbing, HVAC, electrical codes and constructive framing.

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