

## CERTIFIED NURSING ASSISTANT INSTRUCTOR

Wisconsin Indianhead Technical College is seeking a learning-focused, creative and dynamic individual for a part time Certified Nursing Assistant Instructor for the [WITC Rice Lake](#) region beginning fall semester. Teaching assignment includes both classroom and clinical hours.

### MINIMUM QUALIFICATIONS

#### Core Abilities

WITC seeks to employ individuals with talent, commitment, enthusiasm, strong interpersonal skills and the ability to:

- ★ Assess own learning and progress toward established personal and professional goals.
- ★ Demonstrate creativity, critical thinking, and problem-solving skills.
- ★ Communicate effectively in personal and group settings.
- ★ Contribute to a diverse, respectful, and inclusive working and learning environment.
- ★ Effect change and demonstrate flexibility and positive leadership.
- ★ Acquire and apply technology to working and learning.

#### Education/Training and Experience

1. Bachelor's degree in nursing required; Master's degree in nursing preferred.
2. Two years (4,000 hours) of occupational experience (one of which must be in long-term care).
3. Current active license as a Registered Nurse including licensure in the State of Wisconsin by start date.
4. Documented teaching experience of adults is required.

Note: In the assessment of credentials, a higher rating may be given for education/training, skills and experience beyond the minimum qualifications.

**Job Description:** [.PDF](#)

**Application Procedure:** Your application will be considered complete when we have received:

1. A completed WITC Employment/Certification Application form VE-CE-112. An application may be downloaded by clicking on [.PDF](#) (Adobe) or obtained by phoning 715/246-6561 or 800/243-9482, Ext 4562. TTY#: 715/468-7755. **NOTE:** If you are having difficulty downloading this application, please see **Quick Help Tips** below.
2. Applications will be assessed based on submission of a ***signed letter of interest addressing qualifications for this position***
3. Resume
4. Original or copies of official college transcripts

### WITC does not accept applications submitted via email

Indicating "see resume" in blanks does **not** constitute a completed application. Application materials will be accepted until position is filled. Faxed application materials will be accepted, however, WITC is not responsible for incomplete faxed materials. WITC does not accept application materials via internet.

Submit application materials to:

Kathy Kitter-Carey,  
RN Nursing Assistant Program Director  
WITC Shell Lake  
505 Pine Ridge Drive  
Shell Lake WI 54871  
800/243-9482  
OR  
715/468-2815, Ext. 2283  
FAX# 715/468-2815  
TTY 888-261-8578

**Quick Help Tips** if experiencing difficulties downloading applications:

1. If you have a pop-up blocker enabled, please hold down the control key (Ctrl) while you click and hold it down until the document launches
2. These applications may take time to download – thank you for your patience!
3. **NOTE:** If you use the PDF (Adobe) format, you will not be able to save the document. If using the RTF (word) document, you will be able to type on and print the document.
4. Contact [Human Resources](#) if you need additional assistance.

<b>Salary Hiring Range:</b>	Bachelor's Degree	\$31.31 - \$36.80
<i>FY08 salary schedule</i>	Master's Degree	\$34.22 - \$40.52

SELECTION PROCESS: The Hiring Committee will paper screen applications and select a limited number of candidates for an interview. This process will take approximately three (3) weeks. Applicants selected for final consideration will be contacted for an interview. Meeting the minimum qualifications for a position does not assure the candidate an interview. The interview is at the candidate's expense.

WITC actively seeks and encourages applications from interested candidates who are members of underrepresented groups.

[WITC is an equal opportunity/access/employer and educator](#)

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