



Position Title: Trades Adjunct Instructor	Reports to: Technical Education Coordinator
Department: Technical Education	FLSA Status: Exempt
Classification: Adjunct Faculty	Benefit Eligible: No
SOC Code: 25-1194	Last Updated: 10/08/2015
Home Campus: Keshena Campus	Posting Status: 1st Posting
Grant Funded: Partially Grant Funded	Application Deadline: August 25 th 2026

Position Summary: The college of Menominee Nation is establishing a pool of qualified candidates to be considered when adjunct and /or substitute instructors are needed to teach various courses in all disciplines. Needs may become available prior to or during each semester. Program and course information can be found at www.menominee.edu.

Upon successful submission of your cover letter, resume and transcripts, the candidate will be considered for future adjunct and/or substitute teaching opportunities. The College of Menominee Nation will keep applications on file for future position/course needs. If the need arises and the application materials are reviewed, and the results in a decision to pursue a candidate, that candidate will be contacted via the contact information provided by the candidate.

The College of Menominee Nation currently has openings for an adjunct instructor in the following disciplines: Computer Numeric Control, Residential Building, Electricity, and Welding - we are accepting application materials in all disciplines.

Position Responsibilities & Duties:

- Teach up to 9 credits per semester in assigned courses in machining and other trades curriculum.
- Equip students with the necessary occupation-specific and employability skills for success in the workplace.
- Display the ability to work with a variety of cultures, languages, educational, and economic backgrounds in a classroom setting.
- Assist students' pre-course and post-course to determine the amount of academic progress.
- Develop, update, and review curricula for the assigned courses/community education classes.
- Integrate instruction with current technological tools.
- Maintain quality and safety standards in a school setting.
- Maintain and update equipment, supplies and software.
- Assist with employer linkages, related apprenticeship programs, and job placement for program students.
- Participate in CMN recruiting, professional development, committees, accreditation, and assessment processes as needed.
- Maintain required documents: class rosters, course syllabus, student grades, student progress notes, etc.
- Participate in the trade's occupations technical advisory committee with employer representatives. Work effectively with Trades department members.
- Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelor's degree in a related and appropriate field. (Based on experience and expertise, an individual with an Associates Degree or equivalent may be considered.)
- Minimum of two years of occupational experience (Construction, Welding, Electricity, or CNC) in the field of the program or programs being taught, of which at least one year shall be within the last five years.
- An equivalent combination of education, training and experience from which comparable knowledge may be aquired.
- Teaching or training experience is desirable.
- Ability to plan, organize, instruct, and facilitate quality education progams, including development of relevant curriculum.

Desired Qualification:

- Bachelor's Degree in Technical Education
- Recent, successful, post-secondary teaching experience
- Online, remote, or virtual teaching experience
- Discipline certifications

Reporting to this Position: N/A

Physical Demands & Work Environment:

Physical demands are classified as Moderate - lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs teaching or instructing Functions - Frequently

-Exposure to office/class room environment - Frequently

-Exposure to shop or maintenance environment - Frequently

Tools & Equipment Used: A description will be given for the appropriate discipline upon request.

		1-33%	34-65%	67-100%			1-33%	34-65%	66-100%
		of time	of time	of time			of time	of time	of time
Activity	Never	Occasional	Frequent	Constant	Activity	Never	Occasional	Frequent	Constant
Bend	☐	☒	☐	☐	Lift/Carry				
Squat/Kneel	☐	☒	☐	☐	10 lbs or less	☐	☒	☐	☐
Twist/Turn	☐	☒	☐	☐	11-20 lbs	☐	☒	☐	☐
Climb	☐	☒	☐	☐	21-30 lbs	☐	☒	☐	☐
Crawl	☒	☐	☐	☐	31-50 lbs	☐	☒	☐	☐
Reach	☐	☒	☐	☐	51-75 lbs	☒	☐	☐	☐
Handling/Fingering	☐	☒	☐	☐	76-100 lbs	☒	☐	☐	☐
Grasping	☐	☒	☐	☐	Push / Pull				
Repetitive Motion	☐	☒	☐	☐	12 lbs or less	☐	☒	☐	☐
Stand	☐	☐	☐	☒	13-25 lbs	☐	☒	☐	☐
Walk	☐	☒	☐	☐	26-40 lbs	☐	☒	☐	☐
Sit	☐	☒	☐	☐	41-70 lbs	☒	☐	☐	☐
Special Activities					71-100 lbs	☒	☐	☐	☐
Hand Control-L&R	☐	☒	☐	☐	Tools				
Foot Control-L&R	☐	☒	☐	☐	Small Hand	☐	☒	☐	☐
Type/Keyboard	☐	☒	☐	☐	Power	☐	☒	☐	☐
	☐	☐	☐	☐	Drivers	☐	☒	☐	☐
	☐	☐	☐	☐	Forceful Grip	☐	☒	☐	☐

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is exposed to an environment consistent with working in an office environment. The noise level in the work environment is usually moderate.

I have read and understand the expectations and physical requirements of this job description.

Print Name: _____

Date: _____

Signature

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the employee a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position.