

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: Emergency Medical Services (EMS), Fire, and Emergency Management Coordinator

EMPLOYMENT AND WORK SCHEDULE: 48-Week Management Contract
Start Date: July 1, 2008

JOB DESCRIPTION:

Responsible for the coordination of all EMS, Fire, and Emergency Management related activities within the Public Safety Division. Initiate and implement (plan, schedule, and organize) courses, workshops, seminars, business contracts, and technical assistance opportunities for EMS, Fire, and Emergency Management. Develop and maintain contact with external advisory, professional and/or technical associations and general public. Provide leadership and coach appropriate adjunct faculty.

Coordinator must possess the knowledge and skills of a master teacher and demonstrate a strong commitment to quality management and team-building concepts. Responsible for communication, decision-making, and teamwork in order to effectively carry out the leadership and management expectations of the College and community. Provide leadership and coaching for the LTC System of Education core processes of product and program delivery. This position will include 264 hours of instruction per year in the EMS and/or Fire areas.

QUALIFICATIONS*:

Associates degree is required for initial provisional certification; however, completion of a Bachelor's degree will be required as a condition of continued employment. Two years (4,000 hours) of recent occupational experience in either Fire and/or EMS is required; teaching experience is required. EMS Instructor/Coordinator status and/or WTCS Fire Instructor I certification is preferred. EMT Paramedic level certification preferred. Other qualifications include strong and effective leadership in an educational setting; proven, effective use of human relations, communications, decision-making, and problem-solving skills; demonstration of effective performance as a member of a work team. Ability to assist staff in their professional growth and development. Ability to relate successfully with students and staff of diverse cultural, social or educational backgrounds. Fluent, bilingual individual who has experience working with culturally diverse populations is desirable. Must meet the Wisconsin Technical College System certification requirements. Employment conditional on completion of a Background Information Disclosure (BID) and the results acceptable to the College.

SALARY EXPECTATION: Management Group K – \$53,471-\$68,552 (2008/09 Salary Schedule)

BENEFITS:

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

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

RECRUITMENT PERIOD: Beginning: Monday, May 12, 2008
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 photocopies of licenses/certifications must be submitted to the Human Resources Department. To obtain a copy of 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 form to be sent.

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