



Certified Nursing Assistant Instructor

UW-Manitowoc is currently interviewing for a CNA Instructor. This position is responsible for the implementation, management and teaching of the curriculum, which will qualify students to take the certification exam to become a Certified Nurse's Assistant (CNA). The successful candidate should be flexible, committed to teamwork, organized and willing to help students become successful in their career goals.

Duties/Responsibilities:

- Plans, coordinates, manages and directs the curriculum experience.
- Keeps accurate records of student performance in program maintaining program standards.
- Provides guidance and counseling to students to ensure successful course completion.
- Organizes and maintains time, space, supplies and equipment for instruction.
- Supports program completion activities, such as graduation and recognition ceremonies.
- Administers a quality program that meets state regulations and compliance standards as well as meets the expectations of students.

Minimum Requirements

- Registered Nurse for a minimum of two (2) years with one (1) year experience in a long-term care facility.
- Ability to function effectively in a team environment.
- Training or teaching experience from within a clinical or classroom environment.
- Must have completed the Train the Trainer course.
- Nurse educator with excellent oral and written communication skills.
- Energetic personality with great interpersonal skills and the ability to deliver upbeat and exciting training to students.
- One (1) year of adult education experience (preferred).

How to apply:

1. a letter of application that addresses how your education and experience meet all of the qualifications for the position,
2. current resume or vita that includes degree information,
3. unofficial copies of transcripts, and
4. names and contact information (e-mail address, phone number, and mailing address) of at least three references.

Send materials to:

University of Wisconsin-Manitowoc
Attn: Suzanne Lawrence, Director of Continuing Education
705 Viebahn Street
Manitowoc, WI 54220
suzanne.lawrence@uwc.edu

SPECIAL NOTE: UW Colleges values diversity and inclusion. We define Inclusive Excellence as “the intentional engagement of the broadest range of perspectives, backgrounds, needs, experience, and circumstance in order to maximize success.” We value diversity within our students, faculty and staff, and strive to recruit, develop, and retain the most talented people. We encourage applications from all underrepresented groups, including persons with varied backgrounds, perspectives, and experiences. An offer of employment is contingent upon the following: 1) the establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986, 2) a background check, and 3) submission of an official transcript. It is the policy of UW Colleges to provide reasonable accommodations for qualified individuals with disabilities who are employees or applicants for employment.