

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION **Adult Education Navigator [Part Time/Non-benefited]**
APPLY BY **Open Until Filled**
HIRE DATE **TBD Upon Offer**

DIVISION Adult Education
REPORTS TO Director of Adult Education
CLASSIFICATION Hourly (Non-Exempt)
POSTING DATE May 14, 2026

SUMMARY

The Adult Education Navigator serves as the primary point of contact for prospective and current Adult Education students. This role is critical in supporting recruitment, enrollment, retention, and student success by providing proactive navigation, case management, and coordination of support services.

The Navigator works closely with students to remove barriers to education, guide them through program enrollment and completion, and connect them with internal and community resources. As a key member of the Adult Education team, this position supports students in achieving their academic, career, and personal goals.

This is a part-time, year-round position working approximately 20-25 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

Instruction & Learning Support

- Recruit students into the Adult Education Program and provide follow-up to inquiries
- Gather student information and support the registration process from initial inquiry through enrollment
- Register students into Lumens and Adult Education Pathway Orientation
- Develop, initiate, and monitor Student Success Plans, which include a career assessment, an academic map, and a financial plan.
- Establish ongoing outreach and communication strategies to monitor student progress, sustain motivation, and address barriers.
- Follow up with students who begin but do not complete enrollment steps
- Conduct retention efforts by reconnecting with students who stop attending, identifying barriers, and developing return plans
- Guide and support students in transitioning from Adult Education into college programs, career pathways, and employment by identifying next steps, and prepare for entry
- Collaborate with adult education faculty, advisors, program faculty, and financial aid staff to assist students in a seamless and supported transition into college programs and credential pathways
- Prepare students for successful entry into college programs by helping them understand expectations, processes, and available supports
- Serve as a liaison to assist students with connecting to external partner programs and services, enrolling in college or training programs, navigating higher education systems and career pathways

Assessment, Records, and Compliance

- Schedule and administer TABE (Test of Adult Basic Education) assessments
- Enter and maintain accurate student records in college systems such as Lumens and DRC
- Organize and maintain student files and required documentation
- Track, interpret, and share TABE scores with instructional staff
- Prepare and manage required documentation for 118.15 students
- Send biweekly attendance reports to high schools and parents/guardians (with instructor support)
- Ensure accuracy, timeliness, and compliance with all reporting requirements
- Maintain confidentiality of student information in accordance with FERPA guidelines

Continuous Improvement & Professionalism

- Collaborate with instructors, staff, and community partners to strengthen student success systems
- Contribute to continuous improvement of outreach, enrollment, and retention strategies
- Demonstrate professionalism, initiative, and a strong commitment to student-centered service
- Represent the college in meetings and community settings to advocate for Adult Education students and underrepresented population
- Strengthen coordination and communication between adult education and college departments such as recruitment, advising, financial aid, and program faculty, to improve student transition and overall experience
- Model Southwest Tech Core Abilities in all interactions
- Participate in professional development and training opportunities
- Perform other duties as assigned

TRAINING AND EXPERIENCE

- Associate degree in related field required; Bachelor's degree preferred
- Minimum of two years of related experience preferred
- Possess a valid WI Driver's License and satisfactory driving record.
- Preference given to applicants who are bilingual in Spanish.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge: Adult education systems and processes; student intake, enrollment, and assessment practices; community resources and support services; student success planning and career pathway navigation; basic understanding of GED/HSED and Adult Education programming.

Skills: Clear, respectful written and verbal communication; strong interpersonal and relationship-building skills with diverse populations; organization and attention to detail; data entry, tracking, and reporting; problem-solving and follow-through; proficiency with computer systems and student information platforms; ability to collaborate effectively within a team environment.

Abilities: Build trust and rapport with adult learners from diverse backgrounds; maintain confidentiality and professional boundaries; manage multiple tasks and priorities with accuracy; support students in overcoming barriers and persisting toward goals; work both independently and collaboratively; demonstrate initiative, professionalism, and a commitment to student success; communicate effectively with multilingual learners.

PHYSICAL REQUIREMENTS STATEMENT

Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodation throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs For questions regarding the application process, or if you need an accommodation, please email Human Resources at humanresources@swtc.edu or **608.822.2314**. (TDD: 608.822.2072)

SALARY RANGES

C41 Hourly: \$23.51 – 32.92

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.