

BUSINESS & INDUSTRY SERVICES- ADJUNCT INSTRUCTORS

DIVISION	Business & Industry Services
REPORTS TO	Director of Business & Industry Services
CLASSIFICATION	Exempt
POSTING DATE	November 1, 2022

The Business & Industry Services Department at Southwest Tech offers a wide array of education, training and performance improvement solutions to business, industry, public service and government organizations. These workshops and seminars are designed to give working adults and professionals relevant skills for today's workplace. Training opportunities are designed to assist individuals looking to build skills and employers looking to provide training for their employees.

Southwest Tech is interested in talented individuals who enjoy sharing their knowledge in an applied skills environment. Our reach is growing and we are looking to fill a need for adjunct instructors in the following areas:

- **Business Management** – This instructor will need proficient knowledge in topics such as Finance/Accounting, Management Principles, Human Resources, Marketing.
- **Software** – This instructor will need knowledge in all the Microsoft Suite applications such as Word, Excel and Office 365 as well as Outlook and other applications such as QuickBooks.
- **Electro-Mech/Safety** – This instructor will need proficient knowledge in topics related to Electromechanical Technology, specifically motor controls and PLC's. Knowledge and ability to teach safety courses in OSHA, Electrical Safety and more is also a plus.
- **Leadership** – This instructor must be able to engage students in many different areas of Leadership, including topics related to Growing as a Person, Developing as a Leader and Building a Team. We use CliftonStrengths and Everything DiSC as the basis of many Leadership Trainings. Certifications in other areas are a plus as this is typically our largest sector of training needs.
- **Lean** – This instructor will need a White and Yellow Belt Certification and industry experience in Supply Chain or manufacturing.

Successful applicants will be asked to educate, inspire, challenge and nurture learners at many levels of competency.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc.

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2314.

SALARY RANGES

Hourly Range: \$35.00 - \$50.00

SELECTION PROCESS

Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check.

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.