

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
APPLY BY
HIRE DATE****Business Management Instructor [Full Time, Benefited]
Position Posted Until Filled
To Be Determined****DIVISION
REPORTS TO
CLASSIFICATION
POSTING DATE****General Education/Golf/Business Management & Accounting
Executive Dean
Salaried (Exempt)
June 16, 2025**

SUMMARY

The Business Management Instructor plays a pivotal role in preparing students for success in a rapidly evolving, tech-driven business environment. This position is responsible for delivering innovative, student-centered instruction across a broad array of courses, including-but not limited to- Business Law, Economics, Operations Management, and Finance. The ideal candidate will integrate emerging technologies—such as artificial intelligence, simulation software, and digital platforms—into curriculum design to mirror real-world business practices. In addition to instructional duties, the faculty member collaborates with industry partners to develop hands-on learning opportunities like internships and case studies, promotes critical thinking and ethical leadership, and aligns course outcomes with employer expectations and accreditation standards.

Beyond classroom instruction, this role includes responsibilities in curriculum development, continuous quality improvement, student advising, and institutional service. The instructor is expected to maintain subject matter expertise, engage in ongoing professional development, and contribute to college-wide initiatives that promote access, equity, and workforce readiness. Ideal candidates will demonstrate a strong foundation in business strategy, financial literacy, operations, and economics, combined with skills in curriculum design, AI integration, and data-informed teaching. A commitment to fostering inclusive, learning environments and a passion for empowering the next generation of business leaders are essential.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Design and deliver innovative, student-centered instruction across a broad range of Business Management courses, including—but not limited to—Business Law, Macroeconomics, Microeconomics, Business Management Strategies, Operations Management, and Principles of Finance.
- Integrate AI tools, digital platforms, and simulation technologies into course content to reflect innovative business practices.
- Collaborate with industry partners to provide work-based learning experiences, internships, and real-time business case studies.
- Foster a learning environment that promotes critical thinking, creativity, and ethical leadership.
- Develop and assess course outcomes aligned with program goals and employer expectations.
- Prepares for assigned classes, including developing course syllabi; organizing and maintaining classroom(s) to facilitate learning; preparing required course elements in Schoology; reviewing & updating current courses using the Worldwide Instructional Design System application; maintain and update existing course curriculum to meet required accreditation standards; and performing related tasks.
- Provides instruction for lecture and laboratory portion of courses in the Business Management program.
- Maintains contemporary expertise in the assigned teaching areas.
- Documents as appropriate each students' performance to provide assessment and evaluative feedback for students to progress in knowledge, skills, and attitudes of the practice.
- Uses evidence-based practices to appeal to a variety of student learning style preferences.
- Promotes student learning through evidence-based teaching and assessment practices. which includes developing lesson plans and curriculum; developing course materials; monitoring student progress to ensure academic success; assigning student grades; and teaching assigned subject(s).

- Encourages student development by incorporating student correspondence, student assistance/remediation with coursework. Participate in activities that provide service to the college and the community including committee assignments, promotion and outreach activities, co-curricular student activities and other needs within the department.
- Performs continuous improvement activities such as: reporting annual Technical Skill Attainment data, participating in Quality Improvement Activities/Instructional Vitality Days/Team Action Plans, supporting activities to retain institutional and programmatic accreditation, participating on Advisory committee, conducting student learning assessments, and attending state-called meetings.
- Gains and maintains required professional certifications and licensure, including requirements related to the Wisconsin Technical College Faculty Quality Assurance System and Higher Learning Commission, and professional requirements for program and college accreditation, all within the designated timeframes.
- Participates in marketing, student recruitment and promotion of the Business Management program and college statements, scheduling and managing student refunds and stipends, and overseeing student club deposits and payable transactions. Additionally, compiles financial statements to support institutional financial reporting.
- Advise students on academic planning and career readiness, supporting their personal and professional development.
- Contribute to continuous improvement of curriculum and instructional strategies.
- Participate in college-wide initiatives, committees, and professional development.

KNOWLEDGE

- Master's in Business Administration, or related field and 5 years of progressively responsible experiences in related area required or equivalent combination of education and experience.
- In-depth understanding of emerging trends in business technology, including AI, automation, data analytics, and digital business models.
- **Core Business & Strategic Expertise:**
Demonstrated in-depth knowledge of fundamental business disciplines including management, marketing, finance, operations, organizational behavior, business law, and economics, with the ability to apply them in real-world contexts and strategic decision-making.
- **Financial Literacy & Operational Insight:**
Strong understanding of financial principles, budgeting, capital planning, and cost control, coupled with expertise in operations management, supply chain logistics, and performance improvement strategies.
- **Instructional Design & Technology Integration:**
Proficiency in curriculum development, assessment strategies, and competency-based education, with the ability to integrate AI tools, data analytics, CRM systems, and simulations into instruction to enhance student learning.
- **Workforce Alignment & Inclusive Education:**
Commitment to aligning curriculum with industry needs and labor market trends, while fostering equity-minded, culturally responsive learning environments through experiential learning and employer partnerships.

SKILLS

- Ability to integrate AI tools, cloud-based platforms, and simulation technologies into business curriculum.
- Expertise in financial decision-making tools, strategic budgeting, and business modeling techniques.
- Competency in using data to inform instruction, assess learning outcomes, and drive program improvement.
- Proficient in digital learning environments (e.g., LMS systems like Schoology), productivity tools (e.g., Microsoft 365, Google Workspace), and AI applications (e.g., ChatGPT, Microsoft Copilot).
- Strong written and verbal communication skills, including the ability to prepare professional reports, conduct applied research, and deliver engaging presentations.
- Skilled in collaborative project management, innovation planning, and agile instructional development.
- Ability to foster industry partnerships and serve as a professional ambassador of the program and institution.
- Commitment to inclusive excellence, continuous improvement, and student success in both face-to-face and online settings.

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 accommodations 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

Bachelor's Equivalency: \$51,221- \$81,444

Advanced Equivalency: \$53,878 - \$85,666

Master's Equivalency: \$56,533 - \$89,888

LOCATION

In Person: Southwest Tech Main Campus (1800 Bronson Boulevard Fennimore, WI 53809)

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits
- Paid Time Off

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.