

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.

<b>POSITION</b>	<b>Communication Instructor [Full-Time, Benefitted]</b>
<b>APPLY BY</b>	<b>Posted until Filled</b>
<b>HIRE DATE</b>	<b>July 1, 2026</b>
<b>DIVISION</b>	General Education
<b>REPORTS TO</b>	Executive Dean-General Education
<b>CLASSIFICATION</b>	Salaried (Exempt)
<b>POSTING DATE</b>	April 29, 2026

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## **SUMMARY**

Southwest Tech is seeking qualified candidates for a Communication Instructor. The instructor will deliver education and training of communication skills for the following courses: English Composition, Speech, Literature, Workplace Communication, Technical Reporting, and potentially additional communication courses. This position will promote student success by demonstrating and maintaining instructional excellence and currency in the field throughout employment at the college. Instructors will deliver courses in face-to-face and online delivery methods. This position will need to be certified or seek certification in both writing and oral communications. This full-time, benefit eligible position will work a minimum of 190 days annually between July 1 and June 30. The 2026 Fall classes begin on August 17, 2026.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provides instruction of assigned communication courses to students enrolled in Southwest Tech programs.
- Provide additional student support for communication skills across campus.
- Design, facilitate, revise, and maintain quality curriculum using the organization's curriculum software, to promote optimum student learning.
- Promoting continuous quality improvement of curriculum and program operations by reviewing developed courses with peers for relevancy and currency.
- Working cooperatively with current Southwest Tech staff & students to deliver education.
- Continuously evaluating student progress by providing informative and summative feedback through formal and informal means.
- Maintaining knowledge of current industry trends by attending conferences, joining professional organizations, and performing related tasks.
- Assisting with student recruitment, retention, and completion.
- Performing institutional requirements, including participating in events and meetings as required; orienting new instructors; and planning events to assist in advertising the College.
- Providing applications-based learning activities that accommodate a variety of learning styles.
- Maintain strict confidentiality of student information – Family Educational Rights Privacy Act (FERPA)
- Other duties as assigned.

## **TRAINING AND EXPERIENCE**

- Master's Degree (with a minimum of 18 credits) in Composition, Communications, Speech, English, or Journalism required.
- A minimum of one year as a post-secondary classroom instructor preferred.
- Experience with online education and other alternative delivery methods preferred.
- Experience with curriculum development, student assessment and classroom management
- Meet Wisconsin Technical College System/Higher Learning Commission faculty qualifications.

## KNOWLEDGE AND SKILLS

- Thorough knowledge of current communication skills and practices, including international and cross-cultural communication.
- Ability to work within a team setting and implement developed curriculum.
- Ability to generate, organize, and implement course outlines and lesson plans to meet specific needs of students representing diverse occupations and backgrounds.
- Knowledge of techniques for teaching writing with technology.
- Thorough understanding of applied academics and integrated curricula.
- Effective communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.
- Experience facilitating instruction using an online learning management system (LMS) preferred.
- Knowledge and application of computer software and hardware tools (MS Word and PowerPoint), email, and internet.

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobs](http://www.swtc.edu/jobs)

For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or 608.822.2314.

## SALARY RANGE

Masters: \$56,533 - \$89,888

## BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)
- College Savings Program

## 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. The final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

## PLEASE NOTE

All candidates selected for an interview will prepare a 10-minute classroom teaching demonstration. Information regarding this teaching demonstration will follow.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation 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