

POSITION **ELECTRICAL POWER DISTRIBUTION (EPD) LAB ASSISTANT**
APPLY BY **June 23, 2019**
HIRE DATE **July 8, 2019**

DIVISION Industry, Agriculture and Trades
REPORTS TO Executive Dean of Industry, Agriculture and Trades
CLASSIFICATION Non-Exempt, B21
POSTING DATE June 6, 2019

SUMMARY

The Electrical Power Distribution (EPD) Lab Assistant will provide critical lab support to the EPD instructors and promote student success in the program. This is full-time, year round position will also maintain the EPD grounds and provide project support to Facilities and the Industry division during the summer months.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Assist instructor with designing, facilitating, and revising activities that promote optimum student learning
- Assist with providing applications based learning activities that accommodate a variety of learning styles
- Continuously evaluate student progress providing informative and summative feedback through formal and informal means
- Provide maintenance and project support throughout the Industry division and the Facilities department
- Assist with student recruitment, marketing the courses, seminars, workshops, etc.
- Pursue and maintain appropriate certifications, qualifications, and licensure to maintain a high level of technical competency
- Work cooperatively with current Southwest Tech staff, program advisory committees & a variety of business customers to customize training.
- Performs other related duties

TRAINING, EXPERIENCE AND SKILLS

- Technical Diploma in Electrical Power Distribution or related area and 5.5 years of related experience required
- Valid Class B Commercial Driver's License (CDL) for operation of a line truck and trailer required
- Knowledge of industry safety standards
- Ability to work effectively in a team-based, quality environment
- Knowledge and application of GPS technology as it relates to the utilities industry
- Computer knowledge of Microsoft Office, email, and internet
- Ability to work effectively in a team-based, quality environment
- Must be service minded, adaptable and self-motivate
- Comfortable with working independently or on a team
- Utilizing communication and interpersonal skills as applied to interaction with students, co-workers, supervisor, the general public, and others sufficient to exchange or convey information

PHYSICAL REQUIREMENTS

- Position requires lifting up to 50 pounds frequently, ability to climb poles and ladders to demonstrate procedures to students and working outdoors in all weather conditions.

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**.

WAGE BAND: B21 - Hourly Range: \$17.51 - \$22.30

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)

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 will 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.