

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	Electrical Power Distribution Lab Assistant [Part Time/Nonbenefitted]
APPLY BY	Posted Until Filled
HIRE DATE	To Be Determined
DIVISION	Industrial Occupations and Public Safety
REPORTS TO	Dean of Industrial Occupations and Public Safety
CLASSIFICATION	Hourly (Non-Exempt)
POSTING DATE	July 16, 2025

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 part-time, twelve-month position will also maintain the EPD grounds and provide project support to Facilities and the Industry division throughout the year (January to December) on our main campus in Fennimore, WI.

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
- Assist with the development and coordination of practicum

TRAINING, EXPERIENCE AND SKILLS

- Technical Diploma in Electrical Power Distribution or related area and 3 years of related experience preferred. Training options available for applicant with limited prior experience.
- Possess or ability to obtain within 6 months of hire a valid Class B Commercial Driver's License (CDL) for operation of a line truck
- 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 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

B23 - Hourly Range: \$20.53-\$26.69

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.