

**POSITION TITLE:** Electromechanical Technician Adjunct Instructor/Contract Trainer  
**DIVISION:** Industry, Agriculture and Trades  
**REPORTS TO:** Business and Industry Services Manager  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** May 11, 2018

**SUMMARY:**

This position will deliver education and training to students through effective instruction. The instructors promote student success by demonstrating and maintaining instructional excellence and currency in the field throughout their employment at the college. This position will teach Electromechanical and related courses in a variety of locations as well as develop and maintain professional relationships with business partners and industry leaders. Evening, night, and weekend work may be required to meet business and industry needs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

- Teach electromechanical and related courses at a variety of locations in a post-secondary associate degree, technical diploma, apprenticeship, and continuing education courses, seminars, & workshops.
- Design, facilitate, and revise activities that promote optimum student learning.
- Promote continuous quality improvement of curriculum and program operations to increase program effectiveness.
- Work cooperatively with current Southwest Tech staff & a variety of business and industry customers to customize training.
- Continuously evaluate student progress providing informative and summative feedback through formal and informal means.
- Assist with marketing the courses, seminars, workshops, etc.
- Provide applications based learning activities that accommodate a variety of learning styles.
- Assist with grant writing.
- Assist business partners in identifying organizational skill gaps.
- Design training and/or technical assistance solutions to address identified business partners' skill gaps.
- Develop and deliver customized curriculum and provide instructional materials that are consistent with training solution or provide technical assistance in support of business partners' specific targeted outcomes depending on contract requirements.
- Identify opportunities to leverage contracted services training to program transfer credit.
- Schedule training and/or technical service at a time and location that respects business partners' need for business continuity in a 24/7 environment.
- Develop support materials (PowerPoint presentations, handouts, etc.) that extends participant learning and represents a positive image of the College while maintaining costs within contract parameters.
- Develop and maintain professional contacts and relationships with industry leaders.
- Develop and maintain professional relationships with business partners:
  - a. Safeguard business partners' confidential and proprietary information.
  - b. Provide ongoing informal advice and support to business partners outside of contract relationship.
  - c. Follow business partners' policy, procedures, and protocol in all activities.
  - d. Maintaining an understanding of emerging trends and issues within business partners' industries.
- Pursue and maintain appropriate certifications, qualifications, and licensure to maintain a high level of technical competency.
- Other duties as assigned.

**TRAINING AND EXPERIENCE REQUIRED:**

- Two year associate degree in Electromechanical Technology PLUS minimum 3 years of related work experience required.
- Skilled in the knowledge and use of the current National Electric Code.
- Thorough knowledge of electricity, including motors and controls, transformers, PLCs, 3 phase power systems and reliability maintenance required.
- Must possess a valid driver's license.

**TRAINING AND EXPERIENCE PREFERRED:**

- Bachelor's degree or equivalent of seven years as an apprentice or journeyman (electrician or maintenance/millwright in Wisconsin) PLUS 2 years of related work experience or appropriate occupational experience in manufacturing plant electromechanical maintenance preferred.
- Master Electrician Certification and Established credibility as an expert in the field preferred.
- OSHA 10-30 certification preferred.
- Authorized to teach OSHA Arc Flash and NFPA70E preferred.
- Teaching/presentation experience preferred.
- Computer knowledge of Microsoft Office, email, and internet.

**APPLICATIONS:**

Internal and External applicants complete and submit the online employment application at <https://www.swtc.edu/about/job-opportunities>. For questions regarding the application process please contact Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or 608.822.2314.

**CLOSING DATE FOR APPLICATIONS:** June 20, 2018

**STARTING DATE:** August 2018

**SALARY RANGES:** Bachelors \$39,549 - \$48,194  
Masters \$43,263 – \$52,720

(Pay calculation based on a semester load percentage, education and experience)

**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.