

JOB TITLE: Electromechanical Technician Instructor/Contract Trainer
DEPARTMENT: Industry, Trade & Agriculture
REPORTS TO: Business and Industry Manager
POSTING DATE: January 27, 2017

INTERNAL/EXTERNAL POSTING

SUMMARY Southwest Tech is currently accepting applications for a full-time Electromechanical Technician Instructor/Contract Trainer in the Business & Industry Division. This position will fulfill a 190 day academic calendar (July 1 thru June 30) contract teaching 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:

- 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.

EDUCATION/QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Two year associate degree in Electromechanical Technology PLUS minimum 3 years of related work experience required.

EDUCATION/QUALIFICATIONS: (continued)

- 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.
- 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.
- OSHA 10-30 certification required.
- Master Electrician Certification and Established credibility as an expert in the field preferred.
- Authorized to teach OSHA Arc Flash and NFPA70E preferred.
- Teaching/presentation experience preferred.
- Computer knowledge of Microsoft Office, email, and internet.
- Must possess a valid driver's license.

APPLICATION

- Internal applicants - submit an email or letter of interest to the Human Resources Department.
- External applicants –
Access the VE-CE-112 certification application on our website at www.swtc.edu and print, scan and send with your cover letter, resume and unofficial transcripts to: humanresources@swtc.edu,

Southwest Tech
 Attn: Human Resources
 1800 Bronson Boulevard
 Fennimore, WI 53809

If you have questions regarding the application process please contact Human Resources at humanresources@swtc.edu or 608.822.2314.

SALARY: Academic Pay schedule - **BS Range:** \$40,974 - \$69,248

BENEFITS: Our comprehensive benefit package includes the following and much more:

• Health Insurance	• Dental Insurance
• Life Insurance	• Long Term Disability
• Health Savings Account	• Health Club Membership
• Wisconsin Retirement System Contribution	• On campus daycare (hourly rate charged)

CLOSING DATE FOR APPLICATIONS: 2/20/2017

STARTING DATE: As soon as possible

PLEASE NOTE: All candidates selected for an interview will be required to prepare a 10-minute classroom teaching demonstration. Information regarding this teaching demonstration will follow.

SELECTION PROCESS: The Selection Committee will screen all applicants and select a limited number of candidates for interviews. All applicants will be informed when the position is filled. 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.