

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>Foundation and Business Support Assistant [Full Time/Benefitted]</b>
<b>APPLY BY</b>	<b>January 7, 2026</b>
<b>HIRE DATE</b>	<b>January 26, 2026</b>
<b>DIVISION</b>	Advancement
<b>REPORTS TO</b>	Executive Director of Advancement
<b>CLASSIFICATION</b>	Hourly (Non-Exempt)
<b>POSTING DATE</b>	December 17, 2025

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## **SUMMARY**

The Foundation and Business Support Assistant provides essential operational, project management, and administrative duties for the Business & Industry Services (BIS) department and the Southwest Tech Foundation office. This role ensures smooth coordination of contracts, events, programming, communications, data assisting, and publications that support industry partners, donor and alumni relations, and other benefactors. The position applies professional customer service, business development, and fundraising strategies to strengthen partnerships and enhance the institution's outreach and engagement effectiveness.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

### **Business & Industry Services (BIS)**

- Coordinate the setup, routing, processing, and tracking of all BIS training and service contracts.
- Serve as the primary contact for partners and clients regarding contract training.
- Prepare class materials, create courses, manage registrations, and complete pre- and post-training deliverables.
- Schedule classes, instructors, facilities, and logistics.
- Collaborate with Marketing to promote trainings and BIS offerings; prepare and distribute a newsletter.
- Assist with the annual auxiliary report for the executive team.
- Monitor budgets, accounts, billings, and expenditures; prepare purchase requisitions, initiate payroll authorizations, monitor related grant budgets, and complete training contract information.
- Ensure programs operate efficiently, meet objectives, and deliver high-quality outcomes.

### **Advancement Event Management**

- Lead planning, logistics, communication, budget management and execution of Advancement events for industry partners, donors, alumni, and benefactors.
- Develop timelines, checklists, agendas, vendor agreements, and communication plans.
- Coordinate registration, marketing materials, catering, and onsite support.
- Track attendance, event outcomes, and follow-up activities using stewardship and engagement best practices.

### **Foundation & Alumni Support**

- Support donor, alumni, and partner engagement activities.
- Assist in preparing data and reports for quarterly Foundation/Real Estate Foundation committee and full-board meetings.

### **Student Employee Supervision and General Operations**

- Train and supervise student employees, assigning projects and tasks that support the Advancement department and ensure work-based learning. Assign and oversee projects and daily tasks that align with departmental goals and ensure high-quality results.
- Provide guidance, feedback, and coaching to support student employee development and performance.
- Coordinate student employee schedules to ensure adequate coverage for events, office support, and project timelines.
- Ensure student employees follow standards for confidentiality, data integrity, and professional conduct.
- Maintain office inventory, equipment, and supplies; manage purchases and requisitions.
- Perform other duties as assigned.

### **TRAINING AND EXPERIENCE**

- Associate's Degree in Administrative Support, Business, Communications, Information Management, or related field required; Bachelor's preferred.
- Minimum of two years of experience in administrative support, project management, database management, customer service, sales, or event coordination.
- Experience with CRM, donor databases, or data management systems preferred.
- Strong organizational skills with the ability to manage multiple deadlines and projects.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to maintain confidentiality, exercise sound judgment, and manage complex situations professionally.
- Strong problem-solving abilities and a customer-focused mindset.

### **KNOWLEDGE**

- Database management and data integrity practices
- Customer service, sales, and professional fundraising strategies
- Event planning and coordination
- Program development and training support
- Budgeting and fiscal management
- Recordkeeping, reporting, and documentation methods
- Time management and scheduling
- Communication and stewardship best practices
- Problem-solving and process improvement strategies

### **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](http://www.swtc.edu/jobs). For questions regarding the application process, or if you need an accommodation, please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or 608.822.2314. (TDD: 608.822.2072)

## **SALARY RANGES**

B22 Hourly: \$19.56 - \$25.37

## **BENEFITS/SERVICES**

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits
- Paid Time Off

## **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.