

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	Manufacturing Outreach Coordinator [Full Time, Benefitted]
APPLY BY	Open Until Filled
HIRE DATE	To Be Determined
DIVISION	Business and Industry Services
REPORTS TO	Director of Business and Industry Services
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	June 6, 2025

SUMMARY

Are you a self-starter who thrives on building connections, taking initiative, and managing impactful projects? Southwest Tech is seeking a Manufacturing Outreach Coordinator to serve as a dynamic connector between employers, educators, and community partners. In this role, you'll coordinate workforce engagement, employer partnerships, and recruitment for manufacturing and energy related education and training programs.

This position is perfect for someone who is a quick learner, enjoys digging into challenges, pays attention to the details, and takes full ownership of their work. You'll play a critical role in aligning training and education with workforce needs to help learners access high-growth career opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

Employer Engagement, Outreach, and Talent Recruitment

- Develop and maintain strong professional relationships with employers, educators, and community stakeholders.
- Engage employers to identify their training and development priorities and secure training contracts for customized education and workforce solutions or connect them to college resources and services.
- Support outreach efforts that connect students to work-based learning opportunities, internships, and employment pathways that help employers build a future talent pipeline.
- Schedule & coordinate hands-on manufacturing-based energy assessments and workforce training in collaboration with faculty, instructors, and industry partners.

Student Engagement and Recruitment

- Plan and participate in site visits, career fairs, workshops, and events designed to foster high-impact, employer-led learning experiences and long-term industry partnerships that connect students with energy and manufacturing careers.
- Visit high schools and transcribed credit classes to promote dual credit, technical programs, and career pathways. Host in-person and virtual info sessions.
- Explore new opportunities like internships, transfer pathways, and summer courses in collaboration with employers and college staff.
- Deliver engaging presentations and information sessions for students, parents, and educators.

Project Management and Grant Oversight

- Coordinate Southwest Tech's participation in the U.S. Department of Energy-funded Wisconsin Energy Partnership (WEP), a two-year multi-partner energy initiative, ensuring performance goals are met on time and within budget.
- Track progress on key deliverables and produce reports that communicate impact and outcomes.
- Represent Southwest Tech at regional and national meetings and maintain professional standards in documentation and communication.

- Track participation and outcomes for outreach, training, and assessment activities using shared systems and reports.

TRAINING AND EXPERIENCE

Required

- Associate degree in Education, Business, Communication, or a related field (or equivalent experience).
- 5+ years of experience in program or project management, recruiting, education, or workforce development.
- Exceptional communication and relationship-building skills.
- Strong organizational and time-management abilities.

Preferred

- Experience with grant oversight or community outreach.
- Background working with educational institutions, workforce agencies, or non-profit organizations.
- Working knowledge of project tracking, grant deliverables, and basic federal reporting requirements.
- Previous sales experience working to build strong relationships.

KNOWLEDGE & SKILLS

- **Industry & Education Alignment** – Familiarity with technical education programs in manufacturing, energy, and/or other fields.
- **Stakeholder Engagement** – Proven ability to build, deliver, and sustain strong relationships with employers, educators, students, and workforce partners.
- **Training & Education** – Passion for educating others in innovation and technology
- **Communication** – Excellent written, oral, and presentation skills, with the ability to engage diverse audiences.
- **Strategic Workforce Development** – Ability to identify industry needs and translate them into actionable training programs.
- **Project management** - Understanding of project coordination techniques, including meeting facilitation, timeline tracking, budget monitoring, and stakeholder communication.
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WHO YOU ARE

- You love to dig into new projects and figure things out quickly.
- You are energized by meeting new people and building partnerships.
- You are detail-oriented and thorough—someone others rely on to follow through.
- You are passionate about helping others grow and succeed.
- You thrive in a fast-paced, collaborative environment.

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.
- Frequent regional travel, occasional state and national travel for industry meetings, training coordination, and student engagement activities.

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

C44: \$58,124.23 - \$81,373.72

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
- Health Club Access
- 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.