

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.

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| 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.
- Coordinate one employer field trips site visit for every high school, focusing on hands-on activities (is there grant money for travel stipends for the schools?) I really want students to see what manufacturing looks like now. I think this is our BEST way to open their eyes to the careers in this field.
 - For example: Vortex, Rockwell Automation, Alliant Energy, John Deere Dubuque Works, new AY McDonald (when it opens), Cummins Emission Solutions, Lafayette County Dairy Processing Plants, Cardinal Glass Industries, 3M Company, Wind Energy Farms, Scenic Rivers Energy Cooperative, BoxLogix Automation, etc. I think we can come up with at least 20 places, knowing some places may be visited twice.
- Collaborate with Marketing to prepare tailored promotional materials for the energy industry:

Specifically, if there are any scholarship or tuition funds to support students making it easy for them to understand how much a degree will cost and when the return is in these high-wage pathways.

- High school dual enrollment students
- High school students exploring programs/industries
- Adult learners (career changers and upskillers)
- Incumbent workers (aligned with BIS folder offerings)
- Visit all 30 high schools at least two times between September and May to promote dual enrollment and energy/manufacturing programs
 - These visits could include hands-on activities, presentations, coordinating industry guest speakers, or attending high school career fairs (almost every high school has a career fair now. Hands-on activities are very important at the fairs)
- Visit any transcribed credit classes that connect to energy or manufacturing pathways – drive home how this class will count toward a degree in this industry
- Coordinate October Manufacturing Month activities (Heavy Metal Tour and other new ideas)
- Offer at least one Tech-Trek-related robotic offering yearly
- Support “Explore Southwest Tech” events for Manufacturing and EPD (once per year)
- Host two Adult Student Info Nights per year focused on energy/manufacturing pathways
- Host two virtual events per year promoting upskilling and short-term credentials
- Provide five social media story leads to Marketing annually:
 - Employer spotlight/Dual enrollment feature/Student success story/Future of industry focus/New program launch

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.

Additional Opportunities

- Collaborate with local employers to build summer job training or internship options
- Explore potential transfer pathways to Engineering programs at UWP (with Kris W.)
- Coordinate mock interviews at the career fair specifically for energy and manufacturing students (with Heather Fifrick)
- Work with the dean to review and schedule summer course offerings
- Explore how we can make advanced manufacturing more visible in our college – for example, robotic mowers, robotic vacuums, robotic food delivery from our cafeteria, all supported by our Manufacturing students

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.

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:

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

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.