

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	Medical Assistant Instructor [Part Time/Benefitted]
APPLY BY	02/25/2026
HIRE DATE	To Be Determined Upon Hire

DIVISION	Health Occupations
REPORTS TO	Executive Dean of Health Operations
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	2/18/2026

SUMMARY

This position delivers education and training of medical assistant courses to students through effective instruction. Instructors promote student success by demonstrating and maintaining instructional excellence and currency in their field throughout employment at the college. This position is a 50% (part time) and includes virtual, online, and classroom instruction.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Teaches Medical assistant courses and skills and educate students in accordance with abilities, and identified potential, which includes developing lesson plans and curriculum; developing course handouts: monitoring student progress to ensure academic success; assigning student grades; communication with students on their progress; and teaching assigned subject(s).
- Prepares for assign classes, including developing course syllabi; organizing and maintaining classroom(s) to facilitate learning; and performing related tasks.
- Maintain knowledge of current industry trends by attending conferences, joining professional organizations, and performing related tasks.
- Performs institutional requirements, including participating in events and meetings as required; orienting new instructors; and planning events to assist in advertising the college
- Performs other related duties of a comparable level/type as assigned

This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE

Incumbents assigned to perform Program functions may be responsible for:

- Assisting in recruitment and retention of students.
- Developing and managing a program budget to purchase and maintain supplies.
- Organizing activities aimed at promoting student success in programs.

Incumbents assigned to perform Lab functions may be responsible for:

- Maintaining applicable tools and equipment.
- Monitoring training areas to ensure compliance with safety requirements.
- Providing service-learning opportunities through lab project management

TRAINING AND EXPERIENCE

Two-year Associates degree or Technical Diploma in the Medical Assistant plus minimum of 5.5 years related work experience required or equivalent combination of education and experience.

KNOWLEDGE

- Assigned Subject Area
- Technological resources
- Applicable laws, rules, and regulations
- Teaching methods and principles
- Budget principles
- Curriculum requirements
- Current trends in assigned field(s)

SKILLS

- Curriculum instruction
- Developing curriculum
- Managing classrooms
- Demonstrating mastery in subject area(s)
- Assessing student progress
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information

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

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

Bachelor's Equivalency: \$51,221 - \$81,444

Advanced Equivalency: \$53,878 - \$85,666

Master's Equivalency: \$56,533 - \$89,888

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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

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.