

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	Social Science Instructor (Full-Time, Benefitted)
APPLY BY	September 1, 2025
HIRE DATE	January 5, 2026
DIVISION	General Education
REPORTS TO	Academic Lead
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	August 8, 2025

SUMMARY

Southwest Tech is seeking qualified candidates for a Social Science Instructor. This on-campus position is responsible for delivering courses in sociology, psychology, diversity, and other related disciplines to students enrolled in Southwest Tech programs. The instructor plays a key role in promoting student success by consistently demonstrating teaching excellence and staying current in their field throughout their employment at the college. This full-time, benefit eligible position will work a minimum of 190 days annually between July 1 and June 30. **The position will begin at the beginning of our Spring Semester in January, 2026.**

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Provide instruction for lectures of assigned social science courses to students enrolled in Southwest Tech programs.
- Design, facilitate, revise, and maintain quality curriculum using the organization's curriculum software to promote optimum student learning.
- Promote continuous quality improvement of curriculum and program operations by reviewing developed courses with peers for relevancy and currency.
- Work cooperatively with current Southwest Tech staff & students to deliver education.
- Continuously assess student learning, providing formative and summative feedback.
- Maintain knowledge of current industry trends by attending conferences, joining professional organizations, and performing related tasks.
- Assist with student recruitment, retention, and completion.
- Perform institutional requirements, including participating in events and meetings as required, orienting new instructors, and planning events to assist in advertising the College.
- Provide applications-based learning activities that accommodate a variety of learning styles.
- Maintain strict confidentiality of student information – Family Educational Rights Privacy Act (FERPA).
- Promote student access, completion, and post-graduate success in alignment with the College's strategic directions
- Other duties as assigned.

TRAINING AND EXPERIENCE

- Dual credentialed to teach Sociology, Diversity, and Psychology courses. A master's degree with a minimum of 18 graduate credits in either Sociology, Diversity, or Psychology is required, along with at least nine graduate credits in the second discipline (Sociology, Diversity, or Psychology). Candidates who do not currently meet the dual credentialing requirement must demonstrate the ability to attain it within two years of the hire date.
- A minimum of one year as a post-secondary classroom instructor preferred.
- Experience with online education and other alternative delivery methods preferred.
- Experience with curriculum development, student assessment, and classroom management.
- Meet Wisconsin Technical College System/Higher Learning Commission faculty qualifications.

KNOWLEDGE

- Thorough knowledge of current human services and diversity practices.
- Knowledge of techniques for teaching writing with technology.
- Thorough understanding of applied academics and integrated curricula.
- Experience facilitating instruction using an online learning management system (LMS) preferred.

- Knowledge and application of computer software and hardware tools (MS Word and PowerPoint), email, and Internet.

SKILLS

- Ability to work within a team setting and implement developed curriculum.
- Ability to generate, organize, and implement course outlines and lesson plans to meet specific needs of students representing diverse occupations and backgrounds.
- Effective communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs. For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2314.

If you need an accommodation, call 608.822.2632 (TDD: 608.822.2072) or email disabilityservices@swtc.edu

SALARY RANGES

Masters: \$56,533 – \$89,888

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- | | | |
|--------------------------|--|-------------------------------|
| • Health Insurance | • Health Club Access | • College Savings Program |
| • Dental Insurance | • Wisconsin Retirement System Contribution | • Plus More Optional Benefits |
| • Life Insurance | | |
| • Long-Term Disability | • On-campus day care (hourly rate charged) | |
| • 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.