

**POSITION** Associate Degree Nursing Instructor  
**APPLY BY** Position Open Until Filled  
**HIRE DATE** January 3, 2023

**DIVISION** Health Occupations  
**REPORTS TO** Executive Dean of Health Occupations  
**CLASSIFICATION** Exempt  
**POSTING DATE** November 17, 2022

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### **SUMMARY**

Southwest Tech is seeking qualified candidates for Associate Degree Nursing (ADN) Instructor. The instructor will be responsible for classroom, laboratory, and clinical instruction related to care of clients and families in the acute, long-term, and community health care settings. The position requires current knowledge, skills, and attitudes consistent with the legal and ethical practice of Registered Nursing. This full-time position includes a minimum of 190 workdays annually between July 1 - June 30 and may require evening and weekend hours as well as delivery of curriculum off site. Position will begin instructing courses on January 16, 2023.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Design, facilitate, revise, and maintain curriculum using the organization's curriculum software, to promote optimum student learning
- Work cooperatively to provide a quality-learning environment for students
- Use evidence-informed instructional approaches
- Prepare and deliver student support activities
- Assess individual and cohort student learning and implement improvement strategies accordingly
- Manage a group of students in health care agencies (clinical sites) to meet identified learning outcomes
- Document students' performance providing feedback to students to promote learning, growth, and progress
- Demonstrate current knowledge, skills, and attitudes for the practice of Registered Nursing
- Supervise students to provide safe client care
- Promote appropriate health care work ethic for all students
- Conduct oneself in a professional and ethical manner consistent with health care practice
- Demonstrate flexibility in managing duties and responsibilities
- Demonstrate promptness and preparedness for classroom, lab, and clinical instruction
- Demonstrate concise, clear, and inclusive communication
- Design and participate in program recruitment and marketing strategies
- Maintain strict confidentiality of student information – Family Educational Rights Privacy Act (FERPA)
- Other duties as assigned

### **TRAINING AND EXPERIENCE AND SKILLS**

- Master's Degree in Nursing (MSN), (consideration will be given to individuals who are actively enrolled in an accredited MSN degree program)
- Current Wisconsin Registered Nurse licensure
- Two years of full-time or equivalent direct care occupational experience as a practicing R.N.
- Employed in nursing field within the last 5 years
- Two years previous teaching experience in a higher education environment preferred
- CPR certified
- Meet and remain current with all compliance requirements of each district clinical instruction site
- Meet Wisconsin Technical College System/Higher Learning Commission faculty qualifications

- Meet Wisconsin Caregivers Background Check requirements
- Valid Wisconsin driver’s license or reliable transportation to and from clinical sites located throughout our district
- Experience with curriculum development, student assessment and classroom management
- Effective communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information

**KNOWLEDGE**

- 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

**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 please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**.

**SALARY BAND:** Bachelors: \$50,365 - \$80,083  
Masters: \$55,588 - \$88,385

**BENEFITS/SERVICES**

Our comprehensive benefit package includes the following and much more:

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|------------------------|--|---|
| • Health Insurance     | • Health Savings Account                   | • On-campus day care (hourly rate charge) |
| • Dental Insurance     | • Health Club Access                       |   |
| • Life Insurance       | • Wisconsin Retirement System Contribution |   |
| • Long-Term Disability |  |   |

**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 will be subject to completion of a criminal background check and pre-employment drug screening.

**PLEASE NOTE:** All candidates selected for an interview will prepare a 10-minute classroom teaching demonstration. Information regarding this teaching demonstration will follow.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation 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