

POSITION **Adjunct Welding Instructor – Summer 2024**
APPLY BY **Posted until filled – Next review of applications on December 20, 2023**
HIRE DATE **June 3, 2024**

DIVISION Ag & Industry
REPORTS TO Executive Dean of Ag & Industry
CLASSIFICATION Exempt
POSTING DATE December 11, 2023

SUMMARY

This position delivers education and training in welding 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 includes virtual, online, and classroom instruction. This adjunct position provides Summer instruction from 7:00 am to 12:30 p.m. daily, for 9 weeks beginning June 3, 2024 through August 9th, 2024. (The College is closed from June 29 – July 7th, and no instruction occurs during this time).

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Teaches welding courses and skills and educates students in accordance with needs, abilities, and identified potential, which includes developing lesson plans and curriculum; developing course handouts; monitoring student progress to ensure academic success; assigning student grades; communicating with students on their progress; and teaching assigned subject(s).
- Prepares for assigned classes, including developing course syllabi; organizing and maintaining classroom(s) to facilitate learning; and performing related tasks.
- Maintains 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.
- Assisting in the 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:
- Repairing and 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 Associate degree or Technical Diploma in welding plus a 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, supervisors, 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 608.822.2314 or email humanresources@swtc.edu

SALARY RANGES

Bachelors range \$45,518 - \$55,467

Masters range \$49,792 - \$60,677

(Pay calculation based on education, experience, and semester load percentage)

*This adjunct position is non-benefitted

Adjunct instructors are provided computer access while on campus and all work performed off campus will be done on personal equipment.

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.

PLEASE NOTE: All candidates selected for an interview may be asked to 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, 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.