



## KNOWLEDGE

- Customer Service
- Time management processes
- Budgetary principles
- Methods of preparing various documents and creating schedules
- Recordkeeping principles
- Principles and practices of event planning
- Problem solving methods

## PHYSICAL REQUIREMENTS

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc).

For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or 608.822.2314.

## SALARY RANGE

B22 - Hourly Range: \$19.23 - \$24.94

## BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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

## 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.

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.