

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** Associate Degree Nursing Adjunct  
**APPLY BY** March 14, 2025  
**HIRE DATE** To Be Determined

**DIVISION** Health Occupations  
**REPORTS TO** Executive Dean of Health Occupations  
**CLASSIFICATION** Exempt  
**POSTING DATE** 2/20/2025

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## **SUMMARY**

This position delivers Associate Degree Nursing education and training to students. Instructors promote student success by demonstrating and maintaining instructional excellence and currency in their field. This position may include virtual, classroom, and clinical instruction.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Teaches Associate Degree Nursing courses/clinical and educates students includes: developing lesson plans and curriculum; providing instruction, monitoring student progress to ensure academic success; assigning student grades; and teaching assigned subject(s). Assesses the effectiveness of student learning and improves teaching based on those assessment findings.
- Prepares for assigned classes, including developing course syllabi; organizing and maintaining classroom(s) to facilitate learning; preparing required course elements in the learning management system; reviewing & updating curriculum to meet required accreditation standards; 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 promoting student access, completion, and post-graduate success.
- Gains and maintains required professional certifications, including requirements related to the Wisconsin Technical College System and the Higher Learning Commission.
- Performs other related duties and non-instructional activities as assigned.
- This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the strategic priorities of the College.

### **Functional Specific Responsibilities Might Include:**

- Assisting in developing and managing a program budget to purchase and maintain supplies.
- Organizing activities aimed at promoting student success in programs.
- Monitoring training areas to ensure compliance with safety requirements.
- Assisting with student recruitment and marketing of the program as needed.
- Maintains current licensure, knowledge, skills, and attitudes consistent with the legal and ethical practice of Registered Nursing.
- The Associate Degree Nursing Instructor position may require evening and weekend hours as well as delivery of curriculum off site.

## **TRAINING AND EXPERIENCE**

- Master's degree in Nursing or related field, two plus years of applicable experience; or equivalent combination of education and experience, based on assigned discipline, employment in nursing field within the last 5 years and two years previous teaching experience in a higher education environment preferred.
- Various certifications as required by subject area and/or the College including a current Wisconsin Registered Nurse licensure, CPR certification, Wisconsin Technical College System/Higher Learning Commission faculty qualifications, Wisconsin Caregivers Background Check requirements, and a valid Wisconsin driver's license with the ability to drive to and from clinical sites located throughout our district

## **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

## 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**.

If you need an accommodation, call 608.822.2314 or email [humanresources@swtc.edu](mailto:humanresources@swtc.edu)

## ADJUNCT SALARY BAND:

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

Masters: \$49,792 - \$60,667

(Pay calculation based on education and experience. Adjunct positions are non-benefitted)

\*Adjunct instructors are provided with computer access while on campus, any work performed off campus will be done on personal equipment.

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. The final candidate's employment offer will be subject to completion of a criminal background check.

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.