

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** October 2, 2023  
**HIRE DATE** October 9, 2023

**DIVISION** Health Occupations  
**REPORTS TO** Executive Dean of Health Occupations  
**CLASSIFICATION** Exempt or Non-Exempt  
**POSTING DATE** September 18, 2023

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## SUMMARY

This position delivers Associate Degree Nursing education and training 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 may include virtual, online and classroom instruction.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Teaches Associate Degree Nursing courses/clinicals 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; and teaching assigned subject(s).
- Prepares for assigned classes, including: developing course syllabi; organizing and maintaining classroom(s) to facilitate learning; preparing required course elements in Schoology; reviewing & updating current WIDS courses; maintain and update existing course 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 advertising the College.
- Performs compliant activities such as: entering annual TSA data, participating in QRP Activities/Instructional Vitality Days/Team Action Plans, supporting activities to retain HLC Compliance, participating on Advisory committee, conducting student learning assessments, and attending state-called meetings.
- Gaining and maintaining required professional certifications, including requirements related to WTCS (FQAS) and HLC certification, and professional requirements for program and college accreditation, all within the designated timeframes.
- Encourages student development by incorporating student correspondence, student assistance/remediation with coursework, and student class trips.
- 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 business needs of the department.

### Functional Specific Responsibilities Might Include:

- Incumbents assigned to perform Program functions may be responsible for:
- 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.
- Assist with student recruitment and marketing of the program as needed.
- 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.
- The Associate Degree Nursing Instructor position may require evening and weekend hours as well as delivery of curriculum off site.
- Providing service learning opportunities through lab project management

## 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: 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.