

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 **Business & Industry Services – Adjunct Technology Instructors**

DIVISION	Business & Industry Services
REPORTS TO	Director of Business & Industry Services
CLASSIFICATION	Hourly (Non-Exempt)
POSTING DATE	August 7, 2024

SUMMARY

The Business & Industry Services Department at Southwest Tech offers a wide array of education, training and performance improvement solutions to business, industry, public service, and government organizations. These workshops and seminars are designed to give working adults and professionals relevant skills for today's workplace. Training opportunities are designed to assist individuals looking to build skills and employers looking to provide training for their employees.

Southwest Tech is interested in talented individuals who enjoy sharing their knowledge in an applied skills environment. Our reach is growing, and we are looking to fill a need for adjunct instructors in the following areas:

- **Microsoft 365 Suite – Excel, Word, Outlook, OneNote, Teams**
- **Microsoft Power BI – Data Visualization**
- **Artificial Intelligence – Chat GPT, Microsoft Co-Pilot**

Successful applicants will be asked to educate, inspire, challenge and nurture learners at many levels of competency.

PHYSICAL REQUIREMENTS STATEMENT

- Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

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 608.822.2632 (TDD: 608.822.2072) or email disabilityservices@swtc.edu

SALARY RANGE

BIS Adjunct Hourly: \$35-50

*Adjunct positions are not benefit-eligible.

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.

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.