

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 and Industry Services Coordinator [Full-Time/Benefitted]
APPLY BY	Position Open Until Filled
HIRE DATE	TBD Upon Offer
DIVISION	Advancement
REPORTS TO	Executive Director of Advancement
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	February 3, 2026

SUMMARY

The Business & Industry Services Coordinator serves as a key connector between Southwest Wisconsin Technical College and regional business, industry, and workforce partners. This position supports employer engagement, customized training, and workforce development initiatives by identifying employer needs, coordinating training solutions, and strengthening relationships that support regional economic vitality and the College's mission.

The Business and Industry Services Coordinator will work collaboratively with internal faculty and staff to design and deliver responsive, employer-driven training and serves as a primary access point for businesses seeking workforce solutions.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

Employer & Industry Engagement

- Serve as a liaison between the College and regional businesses, industries, agencies, and economic development partners
- Manage contracting process from sales process through completion of work
- Conduct outreach to prospective and existing employer partners to promote workforce training and employer-related services.
- Build and maintain positive relationships to identify workforce needs, skill gaps, and training opportunities.
- Represent the College at business, workforce, and community meetings and events.

Customized Training & Workforce Development

- Conduct employer needs assessments and assist in the development of customized training proposals and service agreements.
- Partner with faculty, academic leadership, and subject matter experts to coordinate employer-driven training solutions.
- Support the delivery and evaluation of customized training, incumbent worker training, and short-term workforce programs.
- Ensure training initiatives align with industry standards and state and regional workforce priorities.

Program Support & Operations

- Assist with coordination of contracts, scheduling, pricing, and documentation for customized training programs.
- Utilize department tools, benchmarks, and data to track activity, outcomes, and employer satisfaction.
- Support grant-funded workforce initiatives and assist with reporting and compliance requirements as assigned.

Collaboration & Continuous Improvement

- Collaborate across departments to ensure seamless service delivery and achievement of program goals.
- Maintain knowledge of regional workforce trends, industry partners, and other service providers to foster collaboration.
- Promote a culture of customer service, inclusivity, accountability, and continuous improvement.

TRAINING AND EXPERIENCE**Required Qualifications**

- Bachelor's degree in business, education, workforce development, economic development, or a related field.
- Three (3) or more years of experience in employer engagement, workforce development, training coordination, or a related area.
- Demonstrated ability to work directly with business and industry partners.
- Strong communication, organizational, and relationship-building skills.

Preferred Qualifications

- Experience in a technical college, higher education, or public-sector workforce environment.
- Knowledge of Wisconsin Technical College System (WTCS) workforce initiatives or funding programs.
- Experience assisting with contracts, proposals, or grant-supported programs.

KNOWLEDGE AND SKILLS

- Knowledge of workforce development principles and employer-driven training models
- Understanding of identification, cultivation, solicitation and stewardship phases of contract development
- Ability to manage multiple priorities and work both independently and collaboratively.
- Strong attention to detail and organizational skills.
- Ability to communicate clearly and professionally, both verbally and in writing.
- Commitment to serving diverse populations and fostering an inclusive, welcoming environment

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, or if you need an accommodation, please email Human Resources at humanresources@swtc.edu or 608.822.2314. (TDD: 608.822.2072).

SALARY RANGES

C41 Salaried: \$48,908.24 - \$68,471.54

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charged)
- College Savings Program
- Additional Voluntary Benefits
- Paid Time Off

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.