

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**  
**APPLY BY**  
**HIRE DATE**

**Cosmetology Adjunct Instructor (Non-Benefitted)**  
**Posted until filled – Applications reviewed upon submission**  
**To be determined upon accepted offer**

**DIVISION**  
**REPORTS TO**  
**CLASSIFICATION**  
**POSTING DATE**

Industry  
Executive Dean  
Salaried (Exempt)  
September 13, 2024

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## **SUMMARY**

This position will deliver education and training to students in cosmetology courses through effective instruction. The instructors promote student success by demonstrating and maintaining instructional excellence and currency in the field throughout their employment at the college, through virtual, online, and classroom instruction.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Instruct cosmetology courses.
- Promote optimum student learning and continuous quality improvement of curriculum and program operations to increase program effectiveness.
- Work cooperatively with current Southwest Tech staff & variety of business customers to customize training and provide a quality-learning environment for students.
- Use evidence-informed instructional approaches.
- Prepare and deliver student support activities.
- Continuously evaluate student progress, providing informative and summative feedback through formal and informal means.
- Provide applications-based learning activities that accommodate a variety of learning styles.
- Pursue and maintain appropriate certifications, qualifications, and licensure to maintain a high level of technical competency.
- Maintain applicable salon equipment.
- Monitor training areas to ensure compliance with safety requirements.
- Provide service-learning opportunities through salon management.
- Other duties as assigned.

## **TRAINING AND EXPERIENCE**

- Two-year associate degree or Technical Diploma in cosmetology and minimum of 3 years of related work experience required, of which at least 1 year shall be within 5 years prior to the date of appointment.
- Cosmetology license required.
- Ability to work with a diverse student population and implement a student-focused instructional approach.
- Teaching/presentation experience preferred.
- Computer knowledge of Microsoft Office, email, and internet.
- Must possess a valid driver's license.
- Various certifications as required by subject area and/or the College.

**KNOWLEDGE**

- Cosmetology subject area.
- Cosmetology Technology.
- Applicable laws, rules, and regulations.
- Teaching methods and principles.
- Budget principles.
- Curriculum principles.
- Current trends in cosmetology.

**SKILLS**

- Development of teaching plans.
- Delivery of instruction.
- Developing curriculum.
- Managing classrooms.
- Demonstrating mastery in subject area(s).
- Assessing student and cohort progress.
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

**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](http://www.swtc.edu/jobs) For questions regarding the application process, or if you need an accommodation, please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**. (TDD: 608.822.2072).

**SALARY RANGES**

Bachelor's (BS): \$45,518 - \$55,467

Advanced (AS) & Master's (MS): \$49,792 - \$60,677

**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.