Southwest Wisconsin TECHNICAL COLLEGE JOB POSTING

POSITION	**Cybersecurity and Network Administration Adjunct (Non-Benefitted)**
APPLY BY	**Posted until filled – Applications reviewed upon submission**
HIRE DATE	**To be determined upon accepted offer**

DIVISION	Industry
REPORTS TO	Executive Dean
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	September 13, 2024

SUMMARY

Southwest Tech is seeking a qualified Adjunct Instructor(s) to teach the current Cybersecurity and Network Administration degree. Classes may include Hardware/Software Fundamentals, Introduction to Security, and other courses based on experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Assume any assigned instructional responsibilities in the field of IT Network Communication (150).
- Assist in planning, development, implementation and maintaining of curriculum and WIDS.
- Incorporate the use of computer technology into the teaching/learning process.
- Contribute to the College's initiatives regarding the assessment of student academic achievement.
- Follow agency policy, procedures, and protocol in all activities.
- Demonstrate promptness and preparedness for classroom, lab, and instruction.
- Maintain strict confidentiality of student information – Family Educational Rights Privacy Act (FERPA).
- Incorporate the use of technology into the teaching learning process.
- Continuously evaluate student progress, providing formative and summative assessment through formal and informal means.
- Provide applications-based learning activities that accommodate a variety of learning styles.
- Other duties as assigned.

TRAINING AND EXPERIENCE

- Associate Degree and a minimum of 3 years of related experience required.
- Ability to generate, organize, and implement a student-focused instructional approach to meet specific needs of students representing diverse occupations and backgrounds.
- Teaching/presentation experience preferred.
- Various certifications as required by subject area and/or the College.

KNOWLEDGE

- Demonstrate current knowledge, skills, and attitudes in the related subject area.
- Knowledge and application of modern computer software and hardware: MS Office Suite, email, and Internet.
- Current trends in Cybersecurity and Network Administration.

SKILLS

- Excellent communication, listening, and organizational skills.
- Demonstrating mastery in subject area(s).
- Development of teaching plans.
- Delivery of instruction.
- Developing curriculum.

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

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.