

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**

**Diversity Adjunct Instructor: In-Person and Online (Non-Benefitted)**  
**Posted until filled**  
**To be determined upon accepted offer**

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

General Education  
Executive Dean  
Salaried (Exempt)  
September 25, 2024

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## SUMMARY

This position delivers courses in the discipline of sociology and diversity in an online and face to face format to students enrolled in Southwest Tech programs. Promote student success by demonstrating and maintaining instructional excellence and currency in their field throughout employment at the college.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Teach Introduction to Diversity, Introduction to Sociology, and related diversity and sociology courses to students enrolled in Southwest Tech programs.
- Prepare for assigned classes including developing course syllabi, organizing and maintaining classroom(s) to facilitate learning, and promote optimum student success.
- Promote continuous quality improvement of curriculum and program operations to increase program effectiveness.
- Work cooperatively with current Southwest Tech staff & a variety of business customers to customize training.
- Continuously evaluate student progress providing informative and summative feedback through formal and informal means.
- Assist with recruitment and retention of students.
- Provide applications-based learning activities that accommodate a variety of learning styles.
- Other duties as assigned.

## TRAINING AND EXPERIENCE

- Master's Degree in Sociology (or related field), with a minimum of six graduate credits in diversity (or related) courses.
- A minimum of one year as a post-secondary instructor preferred.
- Experience with online education and other alternative delivery methods preferred.

## KNOWLEDGE

- Thorough knowledge of current diversity practices used in business and industry.
- Knowledge of techniques for teaching with computers and word processing software.
- Thorough understanding of applied academics and integrated curricula.
- Knowledge and application of modern computer software and hardware: MS Office Suite, email, and internet experience.

## SKILLS

- Ability to work within a team setting and implement jointly developed curriculum.
- Ability to generate, organize, and implement course outlines and lesson plans to meet specific needs of students representing diverse occupations and backgrounds.

## 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)

## **ADJUNCT SALARY RANGES**

Bachelors: \$45,518-\$55,467

Masters: \$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.