

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** Electrical Apprenticeship Adjunct Instructor (Non-Benefitted)  
**APPLY BY** Posted until Filled  
**HIRE DATE** To be Determined

**DIVISION** Industry and Trades  
**REPORTS TO** Executive Director Facilities  
**CLASSIFICATION** Salaried (Exempt)  
**POSTING DATE** 1/20/2025

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## **SUMMARY**

The Electrical Apprenticeship instructor will deliver the education and training for the Electrical Apprenticeship Program. This position provides instruction in Electrical subjects involving AC/DC theory, solid state fundamentals, electric motors, motor controls, programable logic controls, conduit bending, and the National Electric Code. The instructor will promote success by preparing students to write and successfully pass the DSPS Journeyman Electrical Exam. This position will start in August 2025, and work every other Monday in the 2025 Fall and 2026 Spring semesters.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Teach related courses to students enrolled in Southwest Tech's Electrical Apprenticeship program in a face-to-face format at our Fennimore campus.
- Design, facilitate, and revise activities that promote optimum student success and learning.
- Promote continuous quality improvement of curriculum and program operations to increase program effectiveness.
- Continuously evaluate student progress, providing timely informative and summative feedback through formal and informal means.
- Maintain knowledge of current industry trends by performing related tasks.
- Assist with retention of students.
- Attend up to two JAC committee meetings per semester.
- Provide applications-based learning activities that accommodate a variety of learning styles.
- Other duties as assigned.
- Maintain strict confidentiality of student information – Family Educational Rights Privacy Act (FERPA).

## **TRAINING, EXPERIENCE AND SKILLS**

- Valid journeyman electrician's license with 4,000 hours of work-related experience after receiving licensure required.
- Thorough knowledge of current Electrical trade used in the industry.
- Student assessment.
- Classroom management.
- Ability to work effectively in a team-based, quality environment.
- Ability to effectively communicate, both orally and in writing.
- Valid Driver's License.
- Computer knowledge of Microsoft Office, spreadsheet application software, email, and internet.

## **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.
- While performing the duties of this job, the employee is frequently required to talk, hear, walk, stand, sit, fully use two hands, see, and use repetitive movements.
- May be required to use arms above head.
- Specific vision abilities required by this job include close and distant vision.
- The employee is occasionally required to stand, bend or stoop, and kneel or squat.
- The employee must occasionally lift up to 25 pounds.

## **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 please email Human Resources at [humanresources@swtc.edu](mailto: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](mailto:disabilityservices@swtc.edu)

## **ADJUNCT SALARY RANGES**

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

Advanced/Masters: \$49,792 - \$60,677

(Pay calculation based on education, experience, and semester load percentage. Adjunct positions are non-benefitted.)

Adjunct instructors are provided computer access while on campus and all work performed off campus will be done on personal equipment.

## **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.

**PLEASE NOTE:** All candidates selected for an interview may be asked to prepare a 10-minute classroom teaching demonstration. Information regarding this teaching demonstration will follow.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation 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.