

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	Human Resources Assistant [Full-Time/Benefitted]
APPLY BY	January 6, 2026
HIRE DATE	January 20, 2036
DIVISION	Human Resources
REPORTS TO	Human Resources Manager
CLASSIFICATION	Hourly (Non-Exempt)
POSTING DATE	December 2, 2025

SUMMARY

Southwest Tech Human Resources Department is seeking a Human Resources Assistant to join our team. Our HR Assistant plays a vital role in supporting the overall operations of the Human Resources and Marketing departments by delivering a wide range of administrative and employee services. Acting as a primary resource for staff and external contacts, this position fosters a collaborative and positive workplace culture. Responsibilities include facilitating clear and effective communication across the organization, assisting the marketing department with event planning and office support, managing and safeguarding employee records and HR databases, and ensuring the smooth execution of daily HR and Marketing functions. The HR Assistant contributes to the efficiency and professionalism of the office by coordinating essential processes, supporting employee engagement initiatives, and maintaining high standards of confidentiality and accuracy in all HR-related activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

Office Support:

- Serve as an initial point of contact for employee questions and promote a positive, welcoming work environment.
- Draft and send timely and engaging internal communication emails to convey updates to employees.
- Maintain employee records and HR databases, ensuring accuracy and confidentiality.
- Order supplies, distribute mail and submit IT and facility request tickets.
- Send obituary announcements and place orders for flowers for funeral services for SWTC employees.
- Prepare and process purchase requisitions (PRs) for purchases within the HR and Marketing departments.
- Conduct verification of employment requests for current and former employees.
- Create completion certificates for professional development opportunities.
- Participate in HR-related workgroups and project teams
- Manage travel arrangements for the department.
- Process Chamber membership and dues
- Other duties as assigned.

Event Planning:

- Support retirement party planning and other employee recognition events.
- Assist with event planning logistics for HR related events (learning academy, trainings, interviews).
- Assist with coordination of open enrollment periods and benefit fairs, providing information and support to employees.
- Coordination of outreach and marketing events

Employee Onboarding/Mentorship Program Assistance:

- Facilitate onboarding processes for students, adjuncts, and contractors, ensuring completion of all required documentation and orientation activities.
- Deliver new hire orientation for employees ensuring they are well integrated into the college.
- Assist in the development and monitoring of the employee mentorship program, including tracking participation and outcomes.

Student Employment Coordinator:

- Serve as primary contact for student employment needs.

- Collaborate with hiring managers to recruit and onboard student workers.
- Assign and manage onboarding paperwork and the overall onboarding process for student employees.
- Coordinate student worker evaluation process.
- Act as the liaison between student worker supervisors and student employees to support a smooth employment experience.

Interview Assistance:

- Assist with recruitment and onboarding activities related to job postings, advertisings, coordinating interviews.
- Prepare interview material such as questions, tests, resumes, and applications.

TRAINING, EXPERIENCE & KNOWLEDGE

- Associate's degree in administrative assistance or business related field and 2 years of related experience; or equivalent combination of education and experience.
- Knowledge in technology and Microsoft Office (including co-pilot AI)
- Proficient in using e-mail, Internet, Microsoft programs and other software.
- Ability to handle sensitive, confidential, and complex office situations is necessary for the effective performance of duties and responsibilities.
- Exceptional ability to multi-task and to meet deadlines.
- Ability to work collaboratively.
- Strong communication and interpersonal skills.
- Strong problem-solving skills.
- Customer-focused with an ability to exercise good judgment, make decisions within the scope of authority, and discreetly handle difficult situations and confidential matters.

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

B22 Hourly: \$19.56-\$25.37

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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

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.