Southwest Wisconsin TECHNICAL COLLEGE JOB POSTING

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	**Instructional Designer (Full-Time, Benefited)**
APPLY BY	**April 4, 2025**
HIRE DATE	**April 21, 2025**
DIVISION	Academics
REPORTS TO	Chief Academic Officer
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	March 20, 2025

SUMMARY

Is your love of learning infectious? Do you thrive on helping others meet their goals? Southwest Wisconsin Technical College is committed to advancing student access, program completion, and post-graduate success by leveraging innovative instructional design and technology. We seek an Instructional Technologist to play a key role in ensuring that all students, regardless of background or learning modality, receive high-quality, technology-enhanced education that leads to meaningful post-graduate outcomes.

The Instructional Designer role at Southwest Tech is a year-round position and requires a resourceful, adaptable professional who can collaboratively develop student and faculty support initiatives, instructional resources, and educational technology solutions. This role also provides technical support that improves student learning experiences and removes barriers to student success.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

Supporting Student Access, Completion, and Post-Graduate Success

- Administer and optimize the college's **learning management system (LMS)** to improve student retention, faculty effectiveness, and real-time feedback mechanisms.
- Collaborate with faculty to design and deliver high-quality courses in multiple modalities (in-person, hybrid, online) that increase **student access** while maintaining rigor and engagement.
- Ensure instructional content and learning materials comply with College standards and are **accessible** to students with diverse needs, applying universal design principles and ADA/Section 508 and Title II compliance.
- Train and support faculty in using instructional technology to enhance student engagement, reduce equity gaps, and improve **program completion** rates.
- Develop and deliver workshops, guides, and coaching sessions to help faculty integrate high-impact teaching strategies and emerging AI tools.
- Work with across the College to embed work-based learning approaches that prepare students for **post-graduate success**.
- Identify and implement **AI-driven learning tools and automation** that improve efficiency for faculty and enhance student learning outcomes.
- Provide LMS **technical support** to faculty and staff, ensuring seamless access to learning platforms, digital resources, and online courses.
- Collaborate to support assessment and promotion of student learning
- Utilize **learning analytics and data dashboards** to track student engagement and support faculty in making data-informed instructional decisions.
- Collaborate across the college to adopt **technology solutions** that prepare students for workforce demands and **post-graduate success**.

REQUIRED QUALIFICATIONS

- **Bachelor's degree** in Instructional Design, Educational Technology, Information Technology, or a related field.
- Experience in designing and implementing instructional strategies that promote **student access, program completion, and post-graduate success**.
- Proficiency in **learning management systems** (e.g., Schoology, Canvas, Blackboard, D2L Brightspace, Moodle) and instructional technology tools.
- Strong technical skills, including troubleshooting educational software/hardware issues and supporting faculty with Learning Management and Student Information System needs.
- Knowledge of **accessibility standards** (WCAG, ADA, Section 508) and universal design for learning (UDL).
- Ability to work independently and collaboratively in a **fast-paced, student-centered** environment.

PREFFERED QUALIFICATIONS

- Familiarity with **AI in education**, adaptive learning technologies, and automation tools that reduce barriers to learning.
- Experience with **coding or scripting** for instructional automation (e.g., Python, JavaScript, APIs).
- Basic knowledge of **networking, system administration, or cybersecurity** principles

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

C44: $58,124.23-$81,373.72

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

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

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.