

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.

**POSITIONS**                      **Machinist Adjunct Instructor**  
**APPLY BY**                        **Posted until filled**  
**HIRE DATE**                      **December 2023**

**DIVISION**                        Industry and Trades  
**REPORTS TO**                    Executive Dean  
**CLASSIFICATION**            Exempt  
**POSTING DATE**                July 18, 2023

---

## **SUMMARY**

Southwest Tech is accepting applications from qualified candidates for adjunct Machinist instructor. This position will teach students to set up and operate engine lathes, band saws, milling machines, and hydraulic surface grinders to fabricate within tolerances specified in projects according to provided prints. Students will use and identify machine shop tooling and measurement equipment. The Manual Machine Shop Fundamentals course will be taught 5-hours per week, January 15, 2024 to May 17, 2024.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE**

- Provide instruction and facilitate learning for all aspects of manual machining to industrial maintenance students.
- Prepare and deliver course content to maximize student learning and provide accurate evaluation of student progress of competency completion and assignment of grades.
- Supervise on-campus lab/shop areas during assigned class.
- Work with program administration on program management, maintaining supplies and accountability.
- Maintain strict confidentiality of student information – Family Educational Rights Privacy Act (FERPA)
- Other duties as assigned.

## **TRAINING, EXPERIENCE AND SKILLS**

- Bachelor's degree or equivalent (7 years work experience as a machinist) per Wisconsin Technical College System's and the Higher Learning Commission's faculty qualification requirements.
- Minimum of three years of recent and relevant occupational experience in manual or CNC machining.
- Successful teaching/presentation experience preferred.
- Able to lift 50 pounds unassisted.
- Effective communication skills, including basic computer skills like email, Word, and Internet.
- Able to get along productively with a wide range of personalities.
- Patience in dealing with students.
- A focus on shop safety and quality conscious work record.
- Computer knowledge of Microsoft Office, spreadsheet application software, email, and internet

## **PHYSICAL REQUIREMENTS**

Position requires stooping, reaching, standing, walking, talking, hearing, and seeing; lifting 50 pounds on a regular basis.

## APPLICATIONS

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc)

For questions regarding the application process please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**.

## 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 with 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 will 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.