

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.

<b>POSITION</b>	<b>Manufacturing Education Specialist [Full Time, Benefitted]</b>
<b>APPLY BY</b>	May 2, 2025
<b>HIRE DATE</b>	To Be Determined
<b>DIVISION</b>	Business and Industry Services
<b>REPORTS TO</b>	Director of Business and Industry Services
<b>CLASSIFICATION</b>	Salaried (non-exempt)
<b>POSTING DATE</b>	April 15, 2025

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## SUMMARY

The Manufacturing Education Specialist serves as a strategic connector between manufacturers, educators, and workforce development partners to align training and educational programs with industry needs on a year-around basis. This role will lead industry training initiatives and student recruitment efforts to support the technology adoption and workforce needs of the manufacturing industry, helping students secure high-wage careers within the manufacturing careers pathway.

This position requires strong relationship-building, program coordination, and workforce development expertise to bridge the gap between industry demands and educational opportunities.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

### 1. Industry Engagement & Workforce Training

- Build and maintain relationships with area manufacturers to identify skills gaps and deliver custom support and training in automation principles and other electro-mechanical technology, bridging those gaps to enhance productivity, sustainability, and economic performance.
- Serve as the primary liaison to Southwest Alliance for Growth in Manufacturing (SWAG), working with manufacturers to assess workforce needs, automation trends, and energy efficiency opportunities.
- Work with employers and instructors to schedule and coordinate work-based learning projects embedded in courses, ensuring students gain hands-on experience in automation, electro-mechanical systems, and energy efficiency.
- Consult with businesses to develop and schedule customized training, workshops, and technical education programs in automation, electro-mechanical systems, and energy efficiency by identifying and engaging industry experts and instructors to deliver targeted workforce development initiatives.

### 2. Education & Student Recruitment

- Collaborate with CESA's, high school instructors, and Wisconsin's K-12 Energy Education Program (KEEP) to support STEM education pathways with industry needs.
- Provide career advising, dual-credit opportunities, and student success planning to increase high school student engagement in STEM and advanced manufacturing careers.
- Teaches program and Business & Industry courses as assigned.

### 3. Program Management and Grant Oversight

- Coordinate efforts of the Industrial Training & Assessment Center (ITAC) initiative, a federally funded Department of Energy (DOE) grant with two years remaining. This effort is a partnership between Southwest Tech, Madison College, Northeast Wisconsin Technical College, and Wisconsin's K-12 Energy Education Program (KEEP).
- Attend the annual ITAC meetings, which may require overnight travel.
- Work with the grants team to track and complete federal reporting requirements for grant KPIs while ensuring compliance with program outcomes and performance metrics.

## TRAINING AND EXPERIENCE

### Required

- Associate degree in Education, Business, Psychology, Manufacturing, or a related field (or equivalent experience).
- 5+ years of experience program management experience.
- Willingness to obtain Smart Automation Certification Alliance (SACA) associate certification within one year of employment.
- Experience in workforce development, technical education, manufacturing, or energy efficiency.

### Preferred

- Experience in K12 education, automation, electro-mechanical systems, or industrial energy efficiency.
- Grant or program administration experience.

## KNOWLEDGE & SKILLS

- **Industry & Education Alignment** – Familiarity with technical education programs in manufacturing and energy efficiency.
- **Stakeholder Engagement** – Proven ability to build and sustain strong relationships with employers, educators, students, and workforce partners.
- **Training & Education** – Passion for educating others in innovation and technology
- **Communication** – Excellent written, oral, and presentation skills, with the ability to engage diverse audiences.
- **Strategic Workforce Development** – Ability to identify industry needs and translate them into actionable training programs.
- **Project management** - Basic understanding of grant administration and federal reporting requirements.

## 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.
- Frequent regional travel, occasional state and national travel for industry meetings, training coordination, and student engagement activities.

## 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)

## 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

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### **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.