

**POSITION** **MATHEMATICS ADJUNCT INSTRUCTOR**  
**APPLY BY** **July 12, 2020**  
**HIRE DATE** **August 10, 2020**

**DIVISION** General Education  
**REPORTS TO** Executive Dean  
**CLASSIFICATION** Salaried  
**POSTING DATE** June 23, 2020

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### **SUMMARY**

This position will deliver mathematics courses to students enrolled in a variety of programs and promote student success by demonstrating and maintaining instructional excellence and currency in their field throughout employment at the college. Part-time position(s) for Fall 2020 semester including face-to-face and online delivery.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDES**

- Provide instruction to students in the following courses: Elementary Algebra with Applications (face-to-face), Applied Math(face-to-face), and Math with Business Applications(online) and other potential courses
- Prepares for assigned classes, including: developing course syllabi; organizing and maintaining classroom(s) to facilitate learning; and promote optimum student success
- Promote continuous quality improvement of curriculum and program operations to increase program effectiveness
- Provide applications-based learning activities that accommodate a variety of learning styles
- Work cooperatively with current Southwest Tech staff
- Continuously evaluate student progress providing informative and summative feedback through formal and informal means
- Other duties as assigned

### **EDUCATION, TRAINING, EXPERIENCE AND SKILLS**

- Master's Degree in Mathematics or other area with a minimum of 18 mathematics credits required
- Fulfill certification requirements of the Wisconsin Technical College Certification
- One year as a post-secondary classroom instructor preferred
- Ability to work within a team setting and implement jointly developed curriculum
- Ability to generate, organize, and implement course outlines and lesson plans to meet specific needs of students representing diverse occupations and backgrounds
- Knowledge of techniques for teaching with computers and word processing software
- Thorough understanding of applied academics and integrated curricula
- Experience with online education and other alternative delivery methods preferred
- Knowledge and application of modern computer software and hardware: MS Office Suite, email, and internet experience

### **PHYSICAL REQUIREMENTS**

Position requires: sitting, standing, talking, hearing, and seeing 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**.

**WAGE BAND:** Masters Adjunct Salary Range: \$44,885 - \$54,697  
(Salary calculation based on education, experience and semester load percentage)

**PLEASE NOTE:** All candidates selected for an interview will be required to prepare a 10-minute classroom teaching demonstration. Information regarding this teaching will be given if called in for an interview.

**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.

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.