

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	Medical Laboratory Technician Instructor [Part Time/Benefitted]
APPLY BY	July 16, 2025
HIRE DATE	July 30, 2025
DIVISION	Health Science
REPORTS TO	Academic Lead
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	June 25, 2025

SUMMARY

Applications are currently being accepted from qualified candidates for the part-time (75%) (190-day contract, July 1 through June 30) academic staff position in the Medical Laboratory Technician (MLT) program at Southwest Tech. The primary responsibilities of this position are to develop and teach courses necessary to meet the demands of the occupational areas of Medical Laboratory Technician. The position also supports instruction of two MLT courses embedded in the Laboratory Science program. Instruction may be delivered online, virtually, on or off campus, including in the K12 setting, and may include evening, weekend, and summer duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Assist and advise students academically to ensure student access, completion, and post-graduate success
- Provide instruction for assigned classes
- Facilitate student and program assessment/evaluation at the course and program levels to determine the effectiveness of instruction and student achievement. Meet as a program team at least monthly to facilitate and document continuous improvement work.
- Create and maintain a classroom environment that values inclusion and respect
- Monitor learning area to ensure compliance with health and safety standards
- Use the Worldwide Instructional Design System Software to maintain evidence-informed curriculum including specific daily learning plans with learner-centered activities that reflect industry expectations
- Use current, evidence-informed instructional practices
- Maintain currency with programmatic and institutional accreditation standards, assuring compliance with these
- Maintain proficiency with educational technology and data systems
- Participate in staff development activities. Serve on college improvement teams and college-wide committees as appropriate
- Develop professionally through a documented, individualized professional growth plan. This may include internal and external training, in-service activities, and occupational and technological learning. Engage in a minimum of 36 hours of documented continuing professional development every 3 years.
- Participate in advisory committee meetings, division, program, and faculty meetings
- Work with the program advisory committee and related industry representatives to meet industry expectations and continuously improve the program
- Work with administration on program management and accountability
- Cultivate a personal interest in communities served by the college and participate, when possible, in community activities
- Assist in promoting the college and student recruitment for the Medical Laboratory Technician program
- Other duties as assigned

TRAINING, EXPERIENCE & EDUCATION

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must meet Wisconsin Technical College System instructor certification requirements
 - Bachelor's Degree in a related field
 - Minimum of two years (4,000 hours) of experience performing laboratory testing and analysis in a hospital or clinical laboratory setting. One of these years (2,000 hours) must have been in the last 5 years.

- Successful teaching experience preferred
- Ability to work effectively in a team based, quality environment
- Ability to communicate well, both orally and in writing
- Technological expertise and commitment to continual growth in the use of technology
- Ability to create and sustain a respectful and inclusive learning environment
- Ability to work effectively with students, advisory committee members, and college staff
- Dedication to facilitating student mastery of course and program learning outcomes

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

Bachelor's Equivalency: \$51,221 - \$81,444

Advanced Equivalency: \$53,878 - \$85,666

Master's Equivalency: \$56,533 - \$89,888

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.