

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** Radiography Instructor/Clinical Coordinator  
**APPLY BY** March 7, 2025  
**HIRE DATE** March 21, 2025

**DIVISION** Health Occupations  
**REPORTS TO** Chief Academic Officer/Dean of Health and Science  
**CLASSIFICATION** Exempt  
**POSTING DATE** February 6, 2025

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## SUMMARY

Southwest Tech is seeking qualified candidates for a Radiography Program Clinical Coordinator and Instructor. This position is responsible for managing clinical education, supervising students in the clinical environment, and providing instruction within the classroom and laboratory settings. The Clinical Coordinator ensures that clinical rotations are well-organized and that students gain the required competencies while maintaining compliance with institutional policies and professional accreditation standards. The instructor aspect of the role includes providing high-quality education in radiographic techniques, anatomy, physiology, and patient care as part of the curriculum.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

### Clinical Coordinator Responsibilities:

- **Clinical Site Management:** Establish and maintain relationships with clinical affiliates. Coordinate student work-based learning at clinical sites, ensuring appropriate scheduling and student capacity.
- **Clinical Site Evaluations:** Conduct periodic evaluations of clinical sites to ensure they meet HLC, JRCERT, and ARRT standards. Identify areas of improvement and work with clinical sites to ensure the quality of student learning experience.
- **Clinical Education Oversight:** Supervise and evaluate students during clinical rotations. Ensure that students meet competency requirements and provide constructive feedback for improvement.
- **Clinical Instructor Support:** Train and support clinical preceptors in evaluating students' performance. Ensure preceptors are following institutional guidelines and providing effective mentorship to students.
- **Compliance and Accreditation:** Ensure that clinical rotations comply with all regulatory bodies (e.g., JRCERT, ARRT) and institutional policies. Assist in preparing for accreditation reviews and audits.

### Instructor Responsibilities:

- **Classroom and Laboratory Instruction:** Teach radiography-related courses, including Radiographic Procedures, Imaging Physics, Radiation Protection, Patient Care, and other relevant courses. Provide a balance of theoretical knowledge and practical skills training. Teach other courses for which they are qualified as appropriate.
- **Curriculum Development:** Contribute to the development, review, and revision of the curriculum. Ensure the curriculum is up-to-date and aligns with accreditation standards and industry trends while meeting the students' needs and abilities. This includes developing and maintaining lesson plans and curriculum; developing course learning materials; monitoring student and cohort progress to ensure academic success; developing, administering, and analyzing formative and summative assessments of student learning outcome attainment at the course and program levels; and assigning student grades.
- **Course Preparation:** Prepares for assigned classes and collaborates with faculty team members in developing course syllabi; organizes and maintains classrooms and labs to facilitate learning; prepares required course elements in the College learning management system; maintains curriculum currency within the Worldwide Instructional Design System; maintains and updates existing course curriculum to meet required accreditation standards; and performs related tasks.

- **Student Evaluation:** Assess student progress through exams, practical evaluations, assignments, and clinical performance reviews. Provide feedback and support to ensure student success.
- **Academic Advising:** Advise students on academic progress, career paths, and professional development. Serve as a mentor to guide students through their education and into the workforce.
- **Professional Development:** Participate in ongoing professional development, conferences, and training to stay current with changes in radiography practices, technology, and teaching methods.
- **College Compliance:** Performs compliance activities such as attaining and maintaining programmatic accreditation; assesses and documents student technical skill attainment; participates in Instructional Vitality Day Activities/Program Review/Team Action Plans; and attends Wisconsin Technical College state-wide meetings, as needed.
- **Engagement:** Participates in events, meeting, and marketing plans to promote the college and program.
- Performs other related duties and non-instructional activities as assigned.
- This job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the department's business needs.

## TRAINING AND EXPERIENCE

- Two years (at least 4,000 hours) of clinical experience in the professional discipline,
- Holds current American Registry of Radiologic Technologists (ARRT) certification and registration, or equivalent, in radiography.
- One year experience as an instructor in a JRCERT-accredited program;
- Wisconsin Caregivers Background Check requirements must be met.
- Instructors must maintain a valid Wisconsin Driver's license or be available to transport to and from clinical course partnership sites.
- Prior teaching experience in a radiography program is highly preferred.
- Experience in a clinical coordinator role, including managing clinical placements and supervising students, is desirable.
- Instructors must maintain a valid Wisconsin Driver's license or be available to transport to and from clinical course partnership sites.

## KNOWLEDGE

- When conducting any needed clinical site visits, instructors must maintain compliance, as required, with any healthcare organization's health, safety, and caregiver background requirements.
- Applicable laws, rules, and regulations.
- Teaching methods and principles.

## SKILLS

- Proficient in curriculum development, supervision, instruction, evaluation, and academic advising.
- Strong understanding of radiographic techniques, radiation safety, anatomy, and patient care.
- Ability to teach both in the classroom and clinical settings, adapting teaching methods to meet diverse student needs.
- Ability to communicate well, both orally and in writing
- Ability to evaluate student progress and provide constructive feedback.
- Knowledge of accreditation standards and regulatory requirements for radiography programs.
- Commitment to student access, completion, and post-graduate success; and fostering an inclusive learning environment.
- Supporting program director and dedication to ensure effective program outcomes.
- Ability to work effectively in a team-based, quality environment with students, advisory committee members, and college staff.
- Technological expertise and dedication to continued growth.

## 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](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

Bachelors: \$51,221-\$81,444

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

Masters: \$56,533-\$89,888

## 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.