

POSITION	SOCIAL SCIENCE ADJUNCT INSTRUCTOR (VIRTUAL)
APPLY BY	October 16, 2020
HIRE DATE	January 2021
DIVISION	Innovative & Alternative Learning
REPORTS TO	Director of Innovative & Alternative Learning
CLASSIFICATION	Exempt
POSTING DATE	September 10, 2020

SUMMARY

This position delivers courses in the following areas to students enrolled in Southwest Tech programs: sociology, diversity, ethics, and potentially other related areas. Promote student success by demonstrating and maintaining instructional excellence and currency in their field throughout employment at the college. Courses will be taught in a virtual format and will not require regular travel to campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Teach sociology, diversity, ethics and related courses to students enrolled in Southwest Tech programs in a virtual format
- 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
- Work cooperatively with current Southwest Tech staff & a variety of business customers to customize training
- Continuously evaluate student progress providing informative and summative feedback through formal and informal means
- Assist with recruitment and retention of students
- Provide applications-based learning activities that accommodate a variety of learning styles
- Other duties as assigned

TRAINING, EXPERIENCE AND SKILLS

- Master's Degree (with a minimum of 18 credits) in Sociology
- A minimum of one year as a post-secondary classroom instructor preferred
- Thorough knowledge of current sociology, diversity and ethics skills and practices used in business and industry
- 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

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc

For questions regarding the application process please email Human Resources at 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)

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.