

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	Training and Development Coordinator (Full-Time, Benefitted)
APPLY BY	November 6, 2025
HIRE DATE	November 20, 2025
DIVISION	Human Resources
REPORTS TO	Chief HR Officer
CLASSIFICATION	Hourly (Non-Exempt)
POSTING DATE	October 23, 2025

SUMMARY

Southwest Tech is seeking an innovative and dynamic Training and Development Coordinator to promote a culture of innovation and continuous improvement across the college. The Training and Development Coordinator will lead initiatives that focus on leveraging various training opportunities to enhance faculty and staff professional development and maximize college operational efficiencies that will improve student learning outcomes. This role is crucial to advancing our college's strategic initiatives by integrating process improvement solutions into the college culture so that faculty and staff can focus on human relationships.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- **Training/ Professional Development**
 - Coordinate and oversee in-service and professional development logistics planning and communication.
 - Identify employee training needs; design and deliver training to enhance user skills, with a focus on continuous learning, adaptability, and innovation in a rapidly evolving educational environment.
 - Engage with faculty to gather feedback and incorporate insights into training session planning.
 - Manage the Faculty Qualification Assurance System (FQAS) process and tracking.
 - Track the annual professional development plan faculty process
 - Track employee training progress and create completion certificates.
 - Assist in coordinating coaching sessions and the performance management process.
 - Manage professional development related grants.
 - Lead the professional development workgroup.
 - Monitor and assess the effectiveness of training initiatives.
 - Conduct new employee orientation and trainings.
 - Coordinate Artificial Intelligence (AI) and Microsoft trainings
 - Collaborate with IT Services and college leadership to create a roadmap for AI adoption in college operations and training programs for continuous improvement.
 - Align AI initiatives with institutional goals and workforce development priorities to increase utilization and streamline administrative processes.
 - Design and deliver general AI and Microsoft training programs for faculty, staff, and administrators.
 - Develop resources for champions to use in peer-to-peer education.
 - Coordinate and lead grant funding efforts aligning with Microsoft and AI.
 - Lead policy development efforts and ensure ethical AI use that mitigates bias.
- **Continuous Improvement:**
 - Align various training initiatives/topics with the college strategic direction goals.
 - Facilitate workshops and meetings to engage faculty and staff in continuous improvement activities by promote the use of tools and other resources that support diverse learning preferences and working styles, improving both student and employee experiences.
 - Identify college processes that need improvement and leverage technology to automate and enhance efficiency in departments.

- **HR Support:**
 - Serve as back-up to any needs in the HR Department.
 - Assist with recruiting, onboarding, and compliance needs in the HR Department.
 - Create and maintain New Supervisor Training Program.
 - Identify and implement improvements to HR processes.
 - Other duties as assigned

TRAINING AND EXPERIENCE

- Bachelor's degree in business, human resources, or related field.
- 2-5 years of related experience.
- Project management experience is required.
- Proven ability to lead and manage change, particularly in integrating new technologies into existing systems and processes.
- Ability to work collaboratively with diverse teams.

KNOWLEDGE

- Knowledge and experience with Microsoft 365 required.
- Knowledge and experience with AI tools and technologies and their applications required.

SKILLS

- Strong analytical skills, with experience in using data to drive decision-making.
- Excellent communication, interpersonal, and project management skills.
- Strong organizational and multitasking abilities.
- Attention to detail and high degree of accuracy.
- Ability to maintain confidentiality and handle sensitive information.

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

C41 Hourly: \$23.51 - \$32.92

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental 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

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.