

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 **Electromechanical Technician Adjunct (Non-Benefitted)**
APPLY BY **Position open until filled**
HIRE DATE **To be determined upon accepted offer**

DIVISION Business & Industry Services
REPORTS TO Director of Business & Industry Services
CLASSIFICATION Hourly (Non-Exempt)
POSTING DATE October 16, 2024

SUMMARY

The Business & Industry Services Department at Southwest Tech offers a wide array of education, training and performance improvement solutions to business, industry, public service and government organizations. Training opportunities are designed to assist individuals looking to build skills and employers looking to provide training for their employees. Southwest Tech is seeking a qualified, adjunct trainer to teach electromechanical and industrial maintenance courses. This position will deliver education and training to participants through effective instruction and by demonstrating and maintaining instructional excellence and currency in the field throughout their employment at the College.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Teaches and educates students in accordance with needs, abilities, and identified potential, which includes assessing employer needs, developing curriculum and learning plan materials, monitoring student progress to ensure objectives are met, and teaching assigned courses that may include the following:
 - Intro to Motor Controls
 - Intro to Programmable Controls
 - Preventive Maintenance
 - Frequency & Servo Drives
 - DC & AC Fundamentals
 - Troubleshooting
 - Electrical Safety
- Meets with new and existing business partners to assess training needs and develop a plan to help fill that need.
- Prepares for assigned classes and collaborates with faculty team members in organizing and maintaining classroom(s) to facilitate learning; prepares required course elements in the College learning management system, Schoology; and performs related tasks.
- Performs compliance activities as needed.
- Encourages participant inclusion and engagement by incorporating participant involvement in course and program planning.
- Pursue and maintain appropriate certifications, qualifications, and licensure to maintain a high level of technical competency.
- Perform other related duties as assigned.

EDUCATION, TRAINING, AND EXPERIENCE - Required

- Minimum 5 years of related work experience is required.
- Skilled in the knowledge and use of the current National Electric Code.
- Thorough knowledge of electricity, including motors and controls, transformers, PLCs, 3 phase power systems and reliability maintenance.
- Verifiable appropriate occupational experience in manufacturing plant industrial electromechanical maintenance.
- Must possess a valid driver's license.
- Computer knowledge of Microsoft Office, email, and Internet.

EDUCATION, TRAINING, AND EXPERIENCE - Preferred

- Two-year associate degree in Electromechanical Technology or related field.
- Apprentice or journeyman (electrician or maintenance/millwright in Wisconsin) with 2 years of related work experience or appropriate occupational experience in manufacturing plant electromechanical maintenance.
- Experience in industrial instrumentation and controls.
- Established credibility as an expert in the field.
- Certified to teach OSHA Arc Flash and NFPA70E.
- OSHA 10-30 certification.
- Teaching/presentation experience.

KNOWLEDGE

- Currency in electromechanical and industrial maintenance.
- Experience facilitating instruction using an online learning management system (LMS) preferred.
- Budget principles.
- Knowledge and application of modern computer software and hardware (MS Word and PowerPoint), email, and Internet experience.
- Applicable laws, rules, and regulations.
- Teaching methods and principles.

SKILLS

- Dedication to facilitating student mastery of course and program learning outcomes.
- Ability to work effectively in a team-based, quality environment.
- Ability to communicate well, both orally and in writing.
- Ability to create and sustain a respectful and inclusive learning environment.
- Ability to work effectively with students, advisory committee members, and college staff.
- Curriculum development and classroom management.
- 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.
- While performing the duties of this job, the employee is frequently required to talk, hear, walk, stand, sit, fully use two hands, see, and use repetitive movements.
- May be required to use arms above head.
- Specific vision abilities required by this job include close and distant vision.
- The employee is occasionally required to stand, bend or stoop, and kneel or squat.
- The employee must occasionally lift up to 25 pounds.

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

BIS Adjunct Hourly Range: Minimum \$50/hour- final pay is based on specific training provided as well as skills and qualifications.

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.