

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	HVAC and Energy Management Adjunct Instructor (Non-Benefitted)
APPLY BY	Posted until filled – Applications reviewed upon submission
HIRE DATE	January 2025
DIVISION	Facilities
REPORTS TO	Executive Director of Facilities
CLASSIFICATION	Salaried (Exempt)
POSTING DATE	September 13, 2024

SUMMARY

This position will provide instructional support for Southwest Tech’s new Sustainable Energy Management academic program with a primary focus on HVAC systems. This position will help bring hands-on experiences into the classroom and, ultimately, help SWTC train and inspire the next generation of energy leaders in southwest Wisconsin.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- **Instruction:** Teaching of Commercial HVACR Analysis will be mandatory. Depending upon experience and expertise, other potential courses to be taught may include the following: Introduction to Energy Management, Lighting Fundamentals, Energy Control Strategies, Energy Accounting, and Energy Modeling.
- **Curriculum Development:** Depending upon experience and expertise, act as a subject matter expert to aid in the development of curriculum for program courses outlined above in accordance with Wisconsin Technical College System, Higher Learning Commission, and SWTC rules and standards.
- **Campus Lab Development:** Utilize our buildings across campus for project-based learning opportunities in partnership with facilities advancement of our building automation efforts.

TRAINING AND EXPERIENCE

- Bachelor’s degree in related field with minimum of 2 years of experience or minimum of experience and education equivalent to 7 years.
- Two years of hands-on interaction with HVAC systems required.
- State of Wisconsin HVAC license: either HVAC Qualifier or HVAC Contractor preferred.
- Current experience in the energy field with a strong preference in building energy management preferred.
- Energy assessment experience, especially with ASHRAE assessments preferred.
- Must maintain a valid driver’s license.

KNOWLEDGE & SKILLS

- Mastery in HVAC systems.
- Instruction or training experience.
- Experience in creating assessment or evaluation methods.
- Effective communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey 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.
- 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 RANGE

Bachelor's (BS): \$45,518 - \$55,467

Advanced (AS) and Master's (MS): \$49,792 - \$60,677

PLEASE NOTE: Final Applicants may be asked to perform a 10-minute teaching demonstration.

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.