

**Job Classification:** Non-Exempt Staff, Part-Time OR Full-Time

**Work Schedule:** Monday – Friday, 8-5PM (Negotiable for part-time hours)

**Compensation:** Pay Grade 9 (\$17.85 – \$26.78 per hour)

Actual compensation offered for this position will be based on regular employment schedule and education/experience relevant to HVAC.

**Reporting Relationship:** Dean of Advanced Technologies / HVAC Faculty

**Primary Accountabilities:**

The Heating, Ventilation, and Air Conditioning (HVAC) Program Assistant provides support to the lead program instructor in assisting students working towards their educational goals. The Program Assistant is responsible for supporting the HVAC faculty in planning and coordinating program activities that continually promote the development and effective use of skills in areas within the HVAC Program. This position will assist in maintaining program assets, equipment, lab computers, and preparation materials for instruction.

**Primary Responsibilities:**

- I. In Coordination with the Lead Program Faculty
  - Assist in the facilitation of labs and grading of labs, maintaining a lab environment conducive to effective learning focused on learner-centered practices
  - Enforce all appropriate rules and compliance regulations in and on MATC facilities and grounds, and in the use of tools and equipment, to ensure a safe effective learning environment
  - Manage and maintain program hardware and software assets
  - Assist with course management tasks, such as maintaining student records, organizing course materials, and ensuring that course content is up to date
  - Serve as an adjunct instructor for select courses within the HVAC program, as needed, to support instructional goals and program needs.
- II. Participation in College and Program Activities
  - Assist in coordinating meetings and communicating with Advisory Committee as needed
  - Assist in coordinating program activities and events
  - Participate in Open House, Signing Day, In-Service, and other events as needed
- III. Contribution to the Growth and Enhancement of College Mission and Programs
  - Assist the lead faculty in the program with recruitment of prospective students
  - Conduct research and gather information to support all efforts in the HVAC program
  - Participate in meetings and training sessions to stay up to date on new technologies, teaching strategies, and program requirements
- IV. Perform other duties as assigned by the supervisor

**Qualifications:**

- Certificate or associate's degree in HVAC or applicable field; or third-party networking certifications with industry work experience.
- Certification in OSHA 10 preferred.
- Strong technical skills in areas relevant to HVAC, such as blueprint reading, installation, familiarity with HVAC hardware/software, and basic repair and maintenance.

- Experience working in an educational setting, preferably as a teaching assistant or tutor (preferred)
- Ability to communicate clearly and professionally through both verbal and written skills
- Ability to work collaboratively with other staff members and faculty
- Strong organizational, administrative, and interpersonal skills
- Experience using learning management systems and other educational technology tools (preferred)
- Ability to interact effectively and professionally with students, staff, and faculty
- Consistently demonstrate the highest levels of integrity and professionalism
- Ability to handle sensitive and confidential information

**Physical Demands:**

- Ability to sit or stand for extended periods of time.
- Ability to read screens and print material, and communicate effectively via email, in-person, and phone.
- Ability to lift and move supplies up to fifty (50) lbs.
- Ability to work occasional evenings and attend events as required.

**Work Environment:**

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

**NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS**

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements.
3. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
4. All ‘offers of employment’ are subject to criminal background check prior to employment.