Job Classification: Exempt, Adjunct Part Time
Work Schedule: Varies based on Employment Terms
Compensation: As stated in offer letter
Reporting Relationship: Vice President of Student Success/CAO through Director of Critical Environment Technologies Program

Primary Accountabilities:
Adjunct faculty are hired each semester on an as-needed basis. The Building Automations and Controls (BAC) Adjunct Instructor will lead students toward their goal of completion of the Critical Environment Technologies (CET) program with an emphasis on building automation. The instructor promotes development of the effective use of critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making.

Major Job Duties:
- Demonstrate knowledge of the discipline of Building Automation and Controls technologies, along with an understanding of the special uses of these technologies in critical environments, such laboratories, hospitals, and data centers.
- Teach courses that deal with beginning and intermediate electrical concepts and wiring.
- Teach courses that deal with automation, controllers, and controls programming.
- Teach courses that deal with building systems and critical environments.
- Safely operate a fully automated, commercial-scale HVAC air-handling unit and electrical equipment for the purpose of teaching and demonstration.
- Repair and reconfigure electrical/ controls equipment in an HVAC/ Building Automation laboratory.
- Diagnose and troubleshoot programming, software and hardware issues.
- Develop class lectures and electronics/ controls laboratory exercises.
- Adhere to learning objectives as stated in course syllabi.
- Instill in students the technical competencies and employment behavior expected within careers in building automation and controls in critical environments.
- Enforce appropriate rules and expectations for students in classroom/ lab settings that comply with Manhattan Tech policies/procedures to promote a safe, effective learning environment.
- Effectively use technology tools including MATC Online, Canvas, e-mail, MS Office.
- Use evaluation methods that fairly measure student progress toward objectives.
- Maintain accurate, complete, and correct records as required by law and administrative guidelines.
- Manage scheduled lecture/lab classes in accordance with college policy.
- Maintain confidentiality of student information.
- Ensure that safe and reasonable precautions are implemented to protect students, equipment, and facilities.
- Respond in a timely fashion to information requests and required reports from college (e.g. attendance reports, rosters, and grades).
- Contribute to curriculum development processes.
- Effectively communicate the mission and operation of MATC and the CET program with staff, students, and the public.
- Direct and evaluate student work to promote maximum learning.
Participate in CET faculty meetings, staff meetings, college committees, and college activities as required by college administration. (* see below under special requirements)

Preferred Qualifications:

- Bachelor’s or Associates Degree in building automation, electrical engineering, controls and automation, HVAC, IT, or technical instruction.
- 5+ years of experience field experience in automation and controls.
- 2+ years of teaching experience.
- 2+ years experience with building automation systems a plus.
- Programming skills (BASIC, ladder logic, other).
- Industrial experience in programming and wiring controllers; electrical circuits; electrical wiring of relays, switches, transformers, capacitors, motors; building automation systems, PLCs, supervisory controllers, application controllers, and information networking.
- Health Insurance to cover any illness or injury that may occur during laboratory instruction.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Ability to work with individuals from diverse backgrounds.
- Strong computer and word processing skills.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, and talk on the phone.
- Ability to unpack and move supplies up to fifty (50) lbs.
- Ability to perform routine maintenance and troubleshooting in a laboratory environment.

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.

3. 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.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. 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.

5. All ‘offers of employment” are subject to a criminal background check prior to employment.

________________________________________     ______________  ________________________________________     ______________
Employee Signature                         Date           Supervisor Signature               Date