Job Classification: Non-Exempt, Full 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:
The Critical Environment Technologies (CET) Program Assistant will assist the CET Program Director in curriculum development, automations lab maintenance and operation, developing and piloting new courses, and industry and academic outreach.

Major Job Duties:
- Demonstrate and develop knowledge of building systems, such as HVAC, electrical, lighting, plumbing, security, and waste neutralization.
- Demonstrate and develop knowledge of critical environment technologies and critical environment considerations associated with building systems of laboratories, hospitals, and data centers.
- Demonstrate and develop knowledge of electrical fundamentals, basic controls, and building automation technologies.
- Develop and pilot courses that deal with beginning and intermediate electrical concepts and wiring.
- Develop and assist with pilot courses that deal with automation, controllers, and controls programming.
- Develop and assist with pilot courses that deal with various 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.
- Develop class lectures and electronics/ controls laboratory exercises.
- Repair and reconfigure electrical/ controls equipment in an HVAC/ Building Automation laboratory.
- Diagnose and troubleshoot programming, software and hardware issues related to the CET program.
- Diagnose and troubleshoot IT issues related to the CET program.
- Coordinate with and support the other related program areas, including but not limited to: Biotechnology, Biosafety/Risk Reduction, and Medical Lab Technology.
- 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.
- Assist the program director in various activities related to industry and academic outreach.
- 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 staff meetings, college committees, and college activities as required by college administration. (* see below under special requirements)

Preferred Qualifications:
- Bachelor's or Associate's degree in Building Automation, Electrical Engineering, Controls and Automation, Industrial Maintenance HVAC, IT, or related field.
- 2+ years of experience in building operations and maintenance.
- 2+ years of experience in a BSL 2, 3, or 4 laboratory.
- 2+ years experience with automation systems.
- 2+ years of teaching experience.
- Programming skills (BASIC, ladder logic, or other).
- Industrial or military IT experience.
- 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.
- Ability to communicate clearly and professionally.
- 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.**

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Employee Signature   Date   Supervisor Signature   Date