



NOTICE OF VACANCY

HVAC Instructor-GHEC

REPORTS TO: Dean of Career-Technical & Adult Education

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC) Instructor will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The HVAC Instructor will prepare individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating and refrigeration systems. Instruction prepares individuals to work in a commercial setting performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc., Air Conditioning Contractors of America (ACCA), and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems. ARI EPA Certification Tests are offered for certification in the three EPA Technician Types & Universal Certification.

Instruction may include teaching a diverse student population, including traditional and nontraditional students, Middle College and dual-enrollment students, and adult learners. Faculty should expect to teach courses at various times, including morning, afternoon, and evening, and in multiple modalities, including but not limited to face-to-face, eLearning, and hybrid formats. The instructor will also participate in all standard faculty duties, such as student advising and orientation.

More specifically, the HVAC Instructor is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Advise and keep records of student advisees by division and departmental policy and procedures
- Aid in hiring, training, and evaluating instructors within the college
- Assist in the development of a term-by-term schedule of course offerings
- Assist the college in recruiting and retaining students in the program, Career-Technical division, and college as a whole
- Communicate the goals, objectives, and expectations of courses taught to students
- Demonstrate an interest in the students by providing assistance in the areas of guidance, student activities, and all registration processes
- Develop local state, and federal reports in an efficient accurate manner
- Encourage and monitor regular attendance of students and motivate students to maximum effort

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.

DUTIES AND RESPONSIBILITIES

- Foster and promote all educational programs and activities offered through the college
- Keep accurate records of student grades, progress, and retention data
- Maintain consistent office hours in addition to teaching duties
- Maintain contact with appropriate business/industry and advisory groups
- Make student referrals when deemed necessary to other college personnel
- Participate in and coordinate the assessment of the program's instructional needs and plan the delivery necessary to meet those needs
- Participate in professional development dedicated to understanding how to effectively and efficiently teach the curriculum which incorporates national standards, yields industry-recognized certifications, and increases academic foundations
- Revise/project budget for the program
- Teaching courses to a diverse student body
- Work in conjunction with the Vice President of Instruction and the Dean of Career-Technical and Adult Education to ensure a coordinated delivery of instruction, identification of students' needs, and development of courses that will meet students' needs
- Other duties as assigned by the Chair of Career-Technical Education, Dean of Career-Technical and Adult Education, or Vice President of Instruction/Provost

MANDATORY QUALIFICATIONS

- Must hold a minimum of an associate's degree in the teaching discipline or a closely related discipline. In appropriate, limited circumstances, MDCC also considers alternative qualifications such as other degrees, related work experiences, licensures, certifications, and documentation of teaching experiences.
- Two years of work experience within the last five years related to the program of study; five years or more is preferred.

DESIRABLE QUALIFICATIONS

- Preference may be given to applicants with a second teaching field as well as community college teaching experience.
- Comfortable use of computer/technology skills.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct or attend meetings in various locations across campus.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to effectively communicate.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.

KNOWLEDGE AND SKILLS REQUIRED (cont.)

- Ability to integrate technology in class.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to perform all physical requirements common to the commercial and residential construction industry.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Job site, shop management, and organizational skills.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, kneeling, pulling, pushing, reaching, sitting, squatting, standing, stooping, twisting, and/or walking.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-time, 12-month, Exempt, Career-Technical (CT) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

- 1. MDCC Employment Application (online only)**
- 2. *Unofficial* College Transcript(s)**
- 3. Current Resume**
- 4. Authority to Release Information Form/ Consent Form**

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – February 19, 2026 at 5:00 P.M.