

Position Announcement and Specifications – Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R), Adjunct Instructor {Part-Time}

Title:	Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R)
Classification:	Adjunct Instructor– Non-Exempt – Part-Time
Direct supervision received from:	TCATN Vice President
Functional supervision received from:	TCATN President
Office Location(s):	Nashville, TN 37209
Hours:	4:00 – 9:00, Monday – Thursday
Salary:	Commensurate with education and experience.

FUNCTION OF THE JOB:

The Tennessee College of Applied Technology Nashville is accepting applications for a part-time, adjunct instructor for the evening Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R) Program. This is a part-time position; the candidate must pass a background check.

DUTIES AND RESPONSIBILITIES:

- Must possess a complete and thorough knowledge of procedures and methods related to teaching.
- Willingness to remain current in the technological changes of the industry.
- Formulate teaching outline and determine instructional methods utilizing knowledge of specific training needs and effectiveness of such methods as individualized and group instruction, lecture, demonstration, and conference.
- Select or develop teaching aids, demonstration models, multimedia visual aids, and reference materials.
- Must possess skills and knowledge to teach theory and application in all phases of the HVAC/R program.
- Possess good character, mature attitude, stable personality, and exhibit evidence of potential ability to instruct.
- Requires initiative and cooperation, i.e., to plan and organize work without close supervision; show initiative and perseverance in satisfying student and community needs; ability and possess a desire to interact with other faculty, staff and students.
- Maintain student records and reports in Banner.
- Possess good organizational, mathematical, language, writing, and communication skills.
- Performs other work as assigned by the President and Vice President of the college.

MINIMUM ACCEPTABLE QUALIFICATIONS:

A high school diploma, Vocational or Technical School certification, training, or apprenticeship required. Three (3) years of successful recent employment experience in the specialty area to be taught beyond the normal learning period/generally 4 years. Teaching experience preferred.

APPLICATION DEADLINE: Review of applications will begin **IMMEDIATELY**, and applications will be accepted until the position is filled. Review of applications will begin immediately, and applications will be accepted until position is filled.

APPLICATION PROCEDURES: Interested individuals should submit a cover letter, résumé to:

Tennessee College of Applied Technology Nashville; Attn: Human Resource Office; 100 White Bridge Pike; Nashville, TN 37209 Fax: 615-425-5582, E-Mail: sandra.glavin@tcatnashville.edu

TBR does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Melanie Buchanan, Vice President, melanie.buchanan@tcatnashville.edu, 615-425-5570.