

JOB TITLE: Program Coordinator, Heating, Ventilation & Air Conditioning (HVAC)

FLSA: Exempt

DEPARTMENT: Career Technical

LEVEL: Faculty

REPORTS TO: Dean of Career and Technical Edu. and/or Vice President, Academic Affairs **DATE EFFECTIVE:** 07-01-19

POSITION SUMMARY: The Program Coordinator position is an assignment made to a faculty member teaching in the HVAC program. The position has responsibility for the day-to-day oversight of the program operations. The faculty member's teaching assignment may be contractually reduced by annual agreement to reflect performance of oversight duties. The faculty member with this assignment also works under the faculty job description.

ESSENTIAL TASKS: Employee must be able to perform the following functions.

- Coordinate the overall HVAC program activities.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the program and its relationship to the local sending schools.
- Communicate as needed with pertinent students, faculty, and staff on campus.
- Ability to communicate and work collaboratively with faculty, local sending schools, and business and industry partners.
- Collaborate with potential employers to develop on going competency needs for graduates
- Evaluate student performance; meet regularly and confer with students regarding their progress in the program.
- Provides oversight and management of the HVAC equipment including software upgrades
- Coordinate and oversee equipment purchases and supplies, entry of supplies in ESM
- Assist the Dean in conducting periodic program review and maintaining appropriate assessment records.
- Review assessment activities as required.
- Organize and lead (2) Advisory Committee meetings in an academic year.
- Perform as a resource for all HVAC faculty.
- Mentor new faculty, as required and provide feedback to faculty through the program evaluation process.
- Assist the Dean with hiring, orienting, mentoring, oversight and evaluations of adjunct faculty
- Mentor faculty in use and development of HVAC equipment.
- Assist the Dean with coordination of a schedule of course offerings and faculty assignments to meet the needs of the students.
- Oversee and participate in local events related to student recruitment and any other activities related to the HVAC program and community outreach.
- Participate in planning activities with the appropriate administrative offices as well as the advisory committee. Regularly meet with the advisory committee.
- Participate in instructional institutional planning and budget processes; attend HVAC program meetings and divisional meetings as scheduled.
- Provide local oversight of equipment needs and maintenance; maintain appropriate records related to budget, equipment maintenance and facilities.
- Assisting Center for Workforce Development with technical support.

POSITIONS SUPERVISED: none

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature

Date

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