

POSITION ANNOUNCEMENT

Heating and Air Conditioning Technology Instructor

Northeast Mississippi Community College is now accepting applications for a full-time ten-month Heating and Air Conditioning Technology Instructor.

QUALIFICATIONS:

Required -

- Associates degree or certificate from an accredited institution in Heating and Air Conditioning Technology or a closely related field. Certificate option will require the completion of an associate degree within one year.
- Minimum of two years' work experience in the residential or commercial HVAC field within the last 5 years.
- Must be able to complete the MCCB Institute for Teaching and Learning within 2 years.

Preferred -

- Associates degree or higher in closely related field.
- 5 years of HVAC work experience in both residential and commercial HVAC systems.
- Teaching experience at high school, community college, or industrial level.

APPLICATION DEADLINE:

May 27, 2026

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work. (*Applications currently on file can be activated for this position by submission of a cover letter.*)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

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REPORTS TO: Division Head for Business and Engineering Technology

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ROLE: Full-time, ten-month faculty position teaching Heating and Air Conditioning Technology courses.

ACTIVITIES:

- Prepare and deliver a Heating and Air Conditioning Technology instruction program in course sections related to HVAC theory followed by laboratory demonstration
- Set-up laboratory simulations and applications using HVAC occupational applied and practical techniques
- Conduct theory and laboratory assessment in relation to course competencies/objectives
- Keep inventory of laboratory equipment operational, up-to-date and consistent with occupation standard requirements
- Develop budgets and requisitions for specific course or program supply operation requirements
- Develop needs assessment for laboratory equipment,

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- staff development, facility repair or improvement
- Develop and coordinate Advisory/Craft Committee meetings as required
- Network with area businesses to ensure program goals are congruent with industry needs
- Keep abreast of current developments in the field of Heating and Air Conditioning Technology
- Assist with employment contacts for graduating students
- Coordinate program activities with other instructors in technology disciplines
- Complete college reports as required
- Provide advising and degree audits for students
- Start and end scheduled classes on a strict timeline set forth by a published college schedule document
- Carry out other duties as assigned by the Division Head

TIME
COMMITMENT:

NOTE: Attendance is required for this position.

NOTE: Job description, role, and activities may change at any time without prior notice.