



HUMAN RESOURCES  
**EMPLOYMENT OPPORTUNITY**

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**Title:** Air Conditioning & Refrigeration Coordinator/Instructor

**Job ID:** 252615702601

**Campus:** Uvalde

**Closing Date:** Until Filled

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**Job Summary:** Primary duties include teaching students in Heating, Ventilation, Air Conditioning, and Refrigeration (HVAC/R) courses covering HVAC system fundamentals, refrigeration cycles, electrical theory and controls, air distribution, installation practices, diagnostics, troubleshooting, and safety procedures. The instructor is responsible for delivering instruction in accordance with industry standards, applicable licensure and certification requirements, and college-approved curricula, while preparing comprehensive lesson plans, instructional materials, and hands-on laboratory activities that align with program learning outcomes and workforce competencies. Duties include maintaining accurate, timely records of student attendance, academic progress, skill attainment, and required contact and lab hours, and assessing student learning through written examinations, practical skills demonstrations, and performance-based evaluations. The instructor ensures compliance with laboratory and equipment safety protocols, environmental and regulatory requirements, and institutional policies and procedures. Responsibilities also include supporting student recruitment, advising, and mentoring by providing guidance on certifications, career pathways, employability skills, and expectations of the HVAC industry. Effective communication and collaboration with students, faculty, administrators, and industry partners are essential to support instructional quality, program effectiveness, and continuous improvement. The instructor must be available to teach day, evening, and or weekend courses, including classroom and laboratory instruction, and may be required to travel to teach at other Southwest Texas College instructional sites, participate in advisory committee meetings, and engage in ongoing professional development to remain current with industry technologies, codes, and best practices. Travel to teach at other Southwest Texas College sites may be required.

**Classification:** Full-time, Exempt

**Department:** Air Conditioning & Refrigeration

**Salary:** Commensurate with education and teaching experience based on the salary schedule. 9-month, non-tenure track, faculty position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

## **QUALIFICATIONS**

**Education:** Associate's degree or Level One Advanced Certificate in Air Conditioning & Refrigeration preferred.

**Experience & Training:** Minimum of three (3) years of experience as an air conditioning and refrigeration technician in the field.

**Additional Qualification Requirements:** Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. The candidate must be authorized to work in the U.S. and must provide verifiable credentials and complete the background checks specified for the position successfully. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.