

Job Title: HVAC Training Program Instructor

Status: Part-time (Hybrid)

Hourly Rate: \$50

Hours a week: 7

Schedule: Evenings - Mondays & Wednesdays

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The College of Staten Island (CSI), City University of New York (CUNY), Office of Workforce Development & Innovation offers an HVAC Technician Training Program designed to prepare participants with the technical knowledge, hands-on skills, and industry-recognized credentials needed to pursue employment and advancement in the HVAC field.

The program combines instructor-led classroom instruction with practical, hands-on training in key areas including heating, cooling, refrigeration, heat pumps, electrical fundamentals, and emerging green technologies. Participants are also prepared to earn industry-recognized credentials, including EPA Section 608 Certification and the North American Technician Excellence (NATE) Ready-to-Work Certificate.

The HVAC Instructor will be responsible for delivering high-quality classroom and hands-on instruction to students enrolled in the HVAC Technician Training Program at the College of Staten Island. The instructor will support curriculum delivery, skills development, student assessment, and preparation for industry certification examinations.

Responsibilities Include:

- Lead classroom and practical, hands-on training for the HVAC Technician Training Program.
- Deliver and support instructional content covering heating, cooling, refrigeration, heat pumps, electrical fundamentals, green technologies, and other relevant HVAC topics.
- Prepare students for industry-recognized credentials, including EPA Section 608 Certification and the NATE Ready-to-Work Certificate.

- Develop and utilize instructional materials, demonstrations, assignments, and hands-on activities that reinforce technical concepts and workplace applications.
- Develop and implement testing and assessment procedures to evaluate student learning, skills attainment, and overall training effectiveness.
- Utilize the Learning Management System (LMS) to support instruction and monitor completion of assigned modules, activities, and assessments.
- Provide guidance and support to students from diverse educational and professional backgrounds.
- Incorporate a variety of instructional methods and tools to accommodate different learning styles and promote student engagement.
- Provide instruction to an adult learner population ranging from young adults to experienced workers seeking upskilling or career transitions.
- Maintain accurate student attendance, assessment, and training records as required by the College and program.
- Collaborate with Workforce Development & Innovation staff to support student progress, program outcomes, and continuous improvement.

Requirements:

- Minimum of three years of professional experience in the HVAC service industry.
- Demonstrated knowledge of HVAC systems, including heating, cooling, refrigeration, and heat pump technologies.
- EPA Section 608 and NATE certification or equivalent industry credentials.
- High school diploma or GED required; relevant technical education, apprenticeship training, or additional industry credentials preferred.
- Strong organizational, communication, and classroom management skills.
- Basic computer proficiency, including experience with virtual meeting platforms such as Zoom.
- Experience with Learning Management Systems preferred.
- Ability to provide both classroom and hands-on technical instruction.
- Ability to teach virtually or in a hybrid instructional environment, as needed.
- Demonstrated ability to effectively teach and engage adult learners with varying educational backgrounds, professional experiences, and learning needs.

How to Apply

Interested candidates should submit a résumé and cover letter to Darlene Blanco at darlene.blanco@csi.cuny.edu.

Please include “HVAC Training Program Instructor” in the email subject line.