

Job Description

HVAC Recruitment Associate

Would you like to help individuals from disadvantaged communities enter a profession that offers great pay and advancement opportunities? Montgomery College seeks a dynamic and community-minded person to serve as an HVAC Recruitment Associate. This person will collaborate with our Community Engagement office, our Dean of Applied Technologies, and the Gudelsky Institute for Technical Education to visit community groups and high schools to identify potential students interested in preparing for a career as a Heating, Ventilation, and Air Conditioning (HVAC) technician.

Specifically, the HVAC Recruitment Associate will:

- Develop partnerships with community organizations and high schools to promote enrollment in HVAC courses at Montgomery College and the benefits of HVAC careers.
- Reach an annual goal to bring in 5-10 new HVAC students, who enroll in either credit or noncredit courses.
- Be responsible for developing, coordinating, and conducting outreach, with a particular focus on under-resourced communities.
- Engage with future/enrolled HVAC students to help them enroll successfully, connect with financial aid and scholarship opportunities and with relevant College offices, and to share opportunities and services provided by partner organizations.

Requirements:

- Ability to work effectively in a diverse community and meet the needs of diverse student populations.
- Ability to conduct effective presentations to diverse audiences.
- Familiarity with technical education and/or the building trades industry
- Familiarity with community outreach to engage schools and under-resourced individuals served by community organizations.
- Preference for someone with knowledge of the Heating, Ventilation, and Air Conditioning (HVAC) industry
- Associate's degree preferred.
- Ability to work independently in a flexible and fast-paced environment, be a team player, and have excellent communication (written and oral) and multi-tasking skills; ability to reason and exercise judgment and discretion.
- Must have a valid driver's license and own transportation.

This casual temporary position offers a flexible schedule of approximately 20 hours per week and will pay \$20-\$25/hour. To apply, please contact Yanira Rodriguez, Manager of Community Engagement, via email at Yanira.RodriguezDavid@montgomerycollege.edu .