



Position Description: Director of Training

Kansas Building Science Institute (KBSI) is a building science training and consulting firm based in Manhattan, Kansas. Established in 1997, the mission of KBSI is to teach the residential building industry about energy efficiency through courses ranging in length from one to five days.

Position: Director of Training

Description: Direct the training activities of the Kansas Building Science Institute and assist in all logistics required to produce a successful training event. Duties include:

- developing original training and promotional materials for classes;
- studying and assimilating emerging technical issues related to residential energy and allied activities;
- providing in-classroom and in-field training as well as after-class student support;
- reviewing probationary audits submitted by rater candidates;
- troubleshooting routine information technology problems for KBSI staff and students; and
- organizing logistics for on-road training.

Requires ability to

- work well with people,
- teach technical material to a wide range of participants, and
- skillfully use Microsoft Office Software (Outlook, Word, Excel, Powerpoint, Frontpage).

Experience and Education:

- Degree in engineering, architecture, or related technical field
- Five years of experience in residential energy
- Experience in delivering adult education
- RESNET certified rater, trainer, or quality assurance designee or ability to achieve certification quickly.

Time Commitment:

- Approximately 40 hours per week depending on scheduled events and workload.
- Some travel required.

Salary:

- Commensurate with experience, education and qualifications.

Starting Date:

- May 1, 2008.

Benefits:

- Simple IRA with company matching.
- No health insurance at this time.

How to apply: Submit a letter of application describing interest in position, resume and three references by e-mail to kbsi@cox.net, or mail to PO Box 1264, Manhattan, KS 66505-1264, or fax to 785-537-2440.

Direct inquires to Doug Walter, **President**, 877-537-2425 or kbsi@cox.net. Additional information about KBSI's course offerings, training schedule and training facility can be found at www.KansasBuildingScience.com.