
Auburn University Job Description

Job Title:	Dir, Airport/Aviation Ctr	Job Family:	No Family
Job Code:	EG02	Grade 37:	\$68,700 - \$114,500
FLSA status:	Exempt		

Job Summary

Responsible for the overall management and growth of the Auburn University Regional Airport, including the fixed based operation, and Auburn University Aviation Center by providing visionary leadership and sound management.

Essential Functions

1. Directs the overall operation of the Auburn University Regional Airport and Auburn University Aviation Center to include providing leadership and supervision by coordinating efforts with other offices and departments.
2. Serves as principal liaison officer for Auburn University in all aeronautical matters and develops minimum compliance standards with respect to airport operations.
3. Reviews applications from prospective licensees and processes appropriate licenses for buildings, ground space, and concessions
4. Develops, directs, and implements minimum compliance standards for the issuance of appropriate regulatory exercises to ensure compliance by airport users.
5. Develops and implements the overall financial policy of the department, including approving all financial decisions affecting the department by ensuring proper resource utilization, staffing, budgeting, and financial controls.
6. Prepares current and long-range plans for the development and expansion of the airport to meet present and future needs of Auburn University and the Auburn/Opelika/Lee County area.
7. Oversees activities of the Auburn University flight education program, in conjunction with the Harbert College of Business (HCoB), to include planning and implementing marketing activities and developing a vision and strategic plan for the aviation degree programs.
8. Pursues outreach opportunities regarding aviation education in the K-12 system as well as explores opportunities for collaboration with the state's 2-year system.
9. Works with the Provost on recruitment of international students as appropriate and on developing on-line (distance and hybrid) courses as appropriate.
10. Coordinates joint marketing opportunities and activities with the HCoB to promote their two aviation degree programs.
11. Participates in curriculum review of the two aviation degree programs.
12. Teaches classes as required, oversees and ensures excellent student advising, and provides leadership to ensure consistent and continual assessment of student performance.

Supervisory Responsibility

Supervises others with full supervisory responsibility.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Masters Degree	Degree in Aviation, Airport Management, Management, Business or related field
Experience (yrs.)	7	Experience in aviation management, marketing, and community relations

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge

Knowledge of airport operations and management including marketing, insurance and risk management, budgeting, contract and grant administration, and finance. Knowledge of Federal Aviation Administration (FAA) and Aeronautics Bureau rules and regulations.

Certification or Licensure Requirements

None Required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires talking, hearing, .

Job occasionally requires standing, walking, sitting, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 11/12/2014
