
Auburn University Job Description

Job Title:	Coord, Flight Operations	Level I	Grade 28 \$22,300 - \$37,200
Job Code:	EG04	Level II	Grade 29 \$25,000 - \$41,700
FLSA status:	Non-exempt		

Job Summary

Coordinates operations directly related to pilot certification, flight lab courses and aircraft flights, budget management and flight dispatch functions.

Essential Functions

1. Maintains the unit database responsible for academic progress and performance, instructor performance, aircraft utilization and availability, weather conditions and advisories, scheduled maintenance and flight cancellations.
2. Serves as University and department program liaison responsible for hosting prospective students and parents, FAA officials, vendors and contractors.
3. Compiles required data in preparing FAA flight certification applications and ensures medical certifications for all students, instructors and external customers are current.
4. Coordinates and schedules flight operations and makes real-time scheduling adjustments as needed.
5. Coordinates the daily flight schedules to meet operational and safety needs.
6. Coordinates evaluation process for all flight courses by assigning aircraft and evaluator availability with students.
7. Coordinates and oversees the unit financial system by preparing and processing financial documents for services rendered.

Supervisory Responsibility

May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

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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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Performs a variety of nonstandard assignments. Resolves routine questions and problems. Work is performed under minimal supervision.	Knowledge of extensive body of rules, precedents, procedures, applicable to administrative support work.	High school diploma or equivalent plus 4 years.
II	Performs a wide variety of nonstandard, specialized assignments and resolves complex problems or questions. Work is performed under occasional supervision.	Knowledge of extensive body or rules, precedents, procedures applicable to administrative support work.	High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent plus 4 years.

Level II High school diploma or equivalent plus 6 years of relevant experience. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in flight operations coordination and/or scheduling

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

See Job Family Levels

Certification or Licensure Requirements:

None Required.

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

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 standing, walking, sitting, reaching, talking, hearing, handling objects with hands,

Job occasionally requires stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

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

Date: 7/12/2016
