Auburn University Job Description

Job Title: Coord, Aircraft Disp/Sched Level I Grade 28 $21,900 - $36,500
Job Code: EG13 Level II Grade 29 $24,400 - $40,800
FLSA status: Non-exempt

Job Summary
Coordinates Auburn University flight operations, aircraft scheduling, budget management, and administrative responsibilities.

Essential Functions
1. Processes flight requests which include but are not limited to; passenger coordination and requests such as ground transportation, lodging, catering, etc.; aircraft and flight crew availability, weights, departure and destination airport weather, runway conditions and lengths, etc.
2. Maintains familiarization with department's aircraft capabilities and performance, knowledge of aviation weather reports, and interpret airport and runway information.
3. Coordinates and makes real-time scheduling adjustments as needed.
4. Coordinates the daily flight schedules to meet operational and safety needs.
5. Coordinates and oversees the unit financial system by preparing and processing financial documents for services rendered.
6. Performs a variety of clerical duties, such as: typing & correspondence, filing/folders, recordkeeping/compilation/data entry, preparation/processing forms, calendars and scheduling, mail distribution and outgoing mailings, travel/expense vouchers, telephones and greeting, supplies/inventory, limited supervision of clerical or student work, other support duties of similar difficulty.

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.
## Auburn University Job Description

### Job Family Levels

<table>
<thead>
<tr>
<th>Level</th>
<th>Responsibility</th>
<th>Knowledge</th>
<th>Education and Experience*</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>Follows specific procedures. Task variety is limited. Work is performed under close supervision.</td>
<td>Basic knowledge of standard office functions. Communicates with other is limited to exchange of routine information.</td>
<td>High school diploma or equivalent.</td>
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<tr>
<td>II</td>
<td>Tasks are varied and broad. Work is performed under occasional supervision.</td>
<td>Standard knowledge of office functions. Working knowledge of Auburn University administrative systems appropriate to the position.</td>
<td>High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.</td>
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* 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.
Level II  High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

<table>
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<tr>
<th>Focus of Education</th>
<th>Focus of Experience</th>
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<tbody>
<tr>
<td>High School Diploma or equivalent</td>
<td>Experience in flight operations coordination and scheduling</td>
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Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge
Knowledge of Federal Aviation Regulations (FAR's), safety procedures and programs required by the Federal Aviation Administration (FAA), and office procedures and practices.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires reaching, talking, hearing, handling objects with hands, .

Job occasionally requires standing, walking, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 10 pounds.

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 9/6/2013