Auburn University Job Description

Job Title: Flight Instructor, Asst Chief
Job Code: EG08
Job Family: No Family
FLSA status: Exempt
Grade 33: $39,300 - $65,500

Job Summary
Assists the Chief Flight Instructor in leading and supervising the Professional Flight organization in the conduct of pilot courses, which are integral to the Professional Flight degree program.

Essential Functions

1. Assists in maintaining safety as a top priority; assures adherence to and maintenance of safety standards during day-to-day operations.
2. Assists in prioritizing the allocation of resources, both personnel and equipment, to maximize the safe, efficient, and effective conduct of all assigned academic courses.
3. Assists in the effective leadership and supervision of the flight instructor cadre, assigned staff, and students to achieve standardized instruction and uniform adherence to established educational goals.
4. Assists in maintaining pilot school documentation and academic records in accordance with Federal Aviation Administration, Veterans Administration and Auburn University policy and directives.
5. Assists the Chief Flight Instructor in managing the Professional Flight budget.
6. Assists with planning related to equipment acquisition, curriculum development and program strategy.
7. Coordinates as directed with the Federal Aviation Administration Flight Standards District Office on any matters affecting program certification and regulatory compliance.
8. Coordinates as directed with airport staff on safety and operational issues.
9. Assists in overseeing the maintenance of all assigned Auburn University flight training aircraft.
10. Assists in maintaining full compliance with all associated federal, state, and municipal regulations.

Supervisory Responsibility
Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

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

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<tr>
<th>Education</th>
<th>Minimum</th>
<th>Focus of Education/Experience</th>
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<tbody>
<tr>
<td>Degree in Management, Aviation, or related field</td>
<td>Four-year college degree</td>
<td>Degree in Management, Aviation, or related field</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
Comprehensive knowledge of FARs relating to pilot schools and flight operations. Developed skills in flight safety and flight instruction.

Certification or Licensure Requirements
Must maintain FAA Certification as Flight Instructor-Airplane Multiengine with Instrument Rating. Must maintain medical certification as required for pilot certifications listed above, and as required to maintain FAA designation as Chief Flight Instructor.

Physical Requirements/ADA
Regularly involves lifting, bending or other physical exertion. Often exposed to one or more elements such as heat, cold, noise, dust, dirt, chemicals, etc., with one often to the point of being objectionable. Injuries may require professional treatment.

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, and lifting up to 10 pounds.

Job occasionally requires climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 100 pounds.

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

Date: 9/25/2018