
Auburn University Job Description

Job Title:	Flight Instructor, Asst Chief	Job Family:	No Family
Job Code:	EG08	Grade 34:	\$45,100 - \$75,100
FLSA status:	Exempt		

Job Summary

Reporting to the Director of Operations and Chief Flight Instructor, assists in the administration and oversight of the flight operations and flight course portions of the Professional Flight degree program offered through the College of Liberal Arts.

Essential Functions

1. Assists in the effective leadership and supervision of flight instructor staff, assigned staff, and flight students to achieve standardized instructions and uniform adherence to established educational goals.
2. Assists with promoting and maintaining the highest level of safety possible for the AU flight training operation.
3. Assists, as directed, with operational planning related to student progress, equipment acquisition, curriculum development and program strategies.
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 in maintaining full compliance with all associated federal, state, and local regulations.
6. Assists, as directed, with meeting all applicable Federal Aviation Administration policies and regulations pertaining to AU's FAA-approved Part 141 Pilot School certification and examining authority approvals.
7. Coordinates, as directed, with airport maintenance and operations staff on safety and operational issues affecting the pilot school and its students and flight instructors.
8. Performs other related duties as assigned by the supervisor.

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.

Auburn University Job Description

Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in Management, Aviation, or related field
Experience (yrs.)		Must meet the applicable requirements outlined in FAA 14 CFR, Part 141.36. 1) Have at least 500 hours as pilot in command; 2) Have flight training experience acquired as either a certificated flight instructor or an instructor in a military pilot flight training program, or a combination thereof, consisting of at least 1 year and a total of 250 flight hours; or 500 flight hours. 3) Have at least 50 hours of flight time under actual or simulated instrument conditions; 4) Have instrument flight instructor experience acquired as either a certificated flight instructor-instrument or an instructor in a military pilot flight training program, or a combination thereof, consisting of at least 1 year and a total of 125 flight hours; or 200 flight hours.

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 and understanding of FAA regulations and the fundamentals of instructing. Developed skills in flight safety and flight instruction.

Certification or Licensure Requirements

- 1) FAA Commercial Pilot certification with Airplane Single-Engine and Instrument-Airplane ratings,
- 2) FAA Flight Instructor certification with Airplane Single-Engine and Instrument-Airplane ratings.
- 3) At least an FAA 3rd Class medical certificate.

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, climbing or balancing, stooping/kneeling/crouching/crawling, talking, hearing, handling objects with hands, and lifting up to 25

Auburn University Job Description

pounds.

Job occasionally requires and lifting up to 50 pounds.

Vision requirements: Must have 20/20 vision or corrected to 20/20 vision. Must be able to pass FAA medical requirements for vision. Ability to see information in print and/or electronically, ability to distinguish colors.

Date: 5/3/2019
