
Auburn University Job Description

Job Title: **Coord, Aircraft Scheduler**

Job Family: No Family

Job Code: **EG13**

Grade TR13 \$40,400 - \$64,600

FLSA status: Non-exempt

Job Summary

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

Essential Functions

1. Coordinates travel requests and aircraft availability. Coordinates all needed flight information, such as weights, flight times, departure and destination locations, passengers, and passenger's requests.
2. Arranges ground transportation, lodging, and catering for scheduled flights. Coordinates and schedules all outside charter aircraft. Provides excellent customer service and assists customers using air transportation facilities and services; resolves complaints and incidents. Maintains familiarity with Auburn-Opelika Airport and other airports as required. Provides information to all interested persons upon request.
3. Ensures flight safety by maintaining current knowledge of Federal Aviation Administration rules and regulations. Stays abreast of current aircraft, aircraft capabilities, and performance, knowledge of airports and runways, fixed-based operations, fuel prices and programs, as well as aviation weather at departure and destination airports.
4. Maintains aircraft and pilot scheduling software systems. Coordinates and makes real time scheduling adjustments as needed. Coordinates the daily flight schedules to meet operational and safety needs. Coordinates scheduling for aircraft maintenance, maintains flight records. Coordinates pilot availability and monitor crew flight time limitations.
5. Manages departmental financial systems by preparing and processing financial documents including tasks related to travel, expense reimbursement, and aircraft usage reports. Maintains and tracks departmental budgets and accounts associated with Air Transportation. Responsible for departmental timekeeping.
6. Performs a variety of clerical and administrative duties which may include filing, recordkeeping, data entry, preparation and processing of forms, mail distribution, expense vouchers, answering department telephone and emails, greets customers when arriving, and maintaining office supplies.
7. Maintains vendor relations and acts as departmental liaison to other departments, students, faculty, customers, and outside agencies/vendors on behalf of Air Transportation.
8. Advises staff, administrators, and clients of standard policies and procedures.
9. May assist hangar manager with light maintenance and housekeeping.
10. Complies with all applicable Federal Aviation Administration rules and regulations in the performance of job duties.
11. May serve in an on-call status to maintain effective and continuous business operations.

Supervisory Responsibility

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

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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	High School	High School Diploma or equivalent
Experience (yrs.)	2	Experience in flight operations coordination and scheduling, aviation customer service and/or aviation and airfield operations in a corporate aviation department. Substitution may apply to experience if bachelor's degree is in aviation management or professional flight.

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 corporate aircraft scheduling, Federal Aviation Regulations, weather reports and forecasting, basic flight planning, aircraft types and abilities, budgeting principals, interpersonal and communication skills.

Certification or Licensure Requirements

Non 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: 12/7/2017
