
Auburn University Job Description

Job Title:	Flight Scheduler	Job Family:	No Family
Job Code:	EG19	Grade 30:	\$28,000 - \$46,700
FLSA status:	Non-exempt		

Job Summary

Coordinates Professional Flight training operations specifically related to student, instructor, training, and other administrative resource scheduling, for FAA pilot certifications and ratings, flight course enrollments, and administrative responsibilities.

Essential Functions

1. Creates and maintains a master flight training schedule throughout each university semester and those periods between semesters. Maximizes flight instructor and aircraft resources as students progress through flight training in pursuit of FAA certifications/ratings.
2. Coordinates evaluation and testing events for all flight courses by coordinating training resources and evaluators with students.
3. Coordinates with Flight Instructors, Assistant Chief Flight Instructors, and Chief Flight Instructor to adjust flight schedules as students progress in the curriculum in real-time and in future planning, using the flight scheduling software and Excel.
4. Responsible for work schedules, new employee training, and advising, when necessary. Coordinates with students, Flight Instructors, and Assistant Chiefs to maximize resources when accommodating absence notifications.
5. Advises students, parents, and CFIs on standard scheduling, as well as administrative policies and procedures, via telephone, email, or in-person.
6. Performs other related duties as assigned.

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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	High School diploma or equivalent	No specific discipline required. Coursework in Aviation Maintenance is desired.
Experience (yrs.)	2	Experience in operations coordination and scheduling, customer service, and/or aviation and airfield operations in a corporate/training aviation department.

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 flight scheduling, Federal Aviation Regulations, aircraft makes/models, FAA certifications/ratings.

Certification or Licensure Requirements

None required; Private Pilot Certification desired

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 sitting, talking, hearing, handling objects with hands, .

Job occasionally requires and lifting up to 10 pounds.

No special vision requirements

Date: 7/19/2021
