



JOB TITLE: Aviation Student Operations Coordinator

CAMPUS: Rocklin

DEPARTMENT: Aviation

SCHOOL: School of Natural & Applied Sciences

SUPERVISOR: Aviation Program Director

FLSA STATUS: Non-Exempt, Part-time

MAJOR PURPOSE

Promotes and supports the mission of the Aviation Department by managing all student aspects of the aviation business operations (Jessup Campus, Lincoln Airport, Auburn Airport). The Aviation Student Operations Coordinator (ASOC) manages the student training, scheduling, and managing of the two Aviation flight labs (Jessup & Lincoln), maintenance of three flight simulators, all software, and certificate renewals. This position also manages flight fees between Jessup and its Part 141 flight partners, and resolves issues regarding general aviation fees. This position provides other student oriented support as needed.

This position is part time 20-29 hours per week and is a minimum of 80% on campus and may need to work occasional nights, weekends and holidays.

The pay range for this position is generally: \$21-23 per hour. Individual pay is generally determined by a number of factors including job-related skills, experience, relevant education or training and location.

ESSENTIAL FUNCTIONS

- Manages student flight fees
 - Coordinates student flight fees between Jessup and its Part 141 flight partners
 - Tracks and maintains general aviation fees
 - Ensures student flight fees are updated yearly and reported on the website and in the catalog and the student aviation handbook
 - Uses SQL reports to coordinate student fee balances and look up which students are enrolled in flight labs
 - Coordinates with Student Financial Services to adjust aviation course fees (flight labs, sim maintenance fee, continuation course fee) as necessary, and adapt and/or develop SOPs as necessary
 - Informs prospective and current students about Aviation-specific fees
- Manages flight line scheduling for students each term
- Manages and maintains the Student Flight Simulator Lab, including
 - Trains student including simulator and software training and licenses (PilotEdge, etc.)
 - Schedules students for flight simulator use
 - Schedules and coordinates other uses of the lab
 - Maintains three flight simulators, flight software, recertification certificates, and maintains/upkeeps flight logbooks

- Fixes/replaces simulator parts, contacts technical support to diagnose remotely, or bring hardware to the vendor for repairs when needed
- Keeps the Simulator Labs (campus and Lincoln Airport) clean and put back together
- Enforces Simulator and lab rules
- Provides and updates Lincoln gate codes and lab access information to students
- Trains Certified Flight Instructors (CFIs) and coordinates non-departmental use of the Simulators
- Liaises with two flight schools (Mach 5 and EVA Air) for updates on flight operations, scheduling changes, and assist with foreign student issues
- Assists with other student oriented tasks as necessary

QUALIFICATIONS

Education/Certification/Licenses

- Bachelor's Degree required.

Experience/Knowledge

- Previous teaching with simulation experience preferred.
- Must have access to available and reliable transportation.
- Competent in personal computer applications; word processing, spreadsheet, database, and email.
- Familiarity with standard technology of application units

Skills / Abilities

- Ability and willingness to work effectively with a diverse student population.
- Excellent written and oral communication and analytical skills
- Functional abilities to carry out laboratory responsibilities.
- Ability to engage in critical thinking and exercise independent judgment.
- Ability to maintain confidentiality and manage confidential information.
- Ability to communicate effectively in written and oral form.
- Ability to take initiative without direct supervision.

WORKING ENVIRONMENT

The employee agrees to promote the values and mission of Jessup as a private Christ-centered University and live a life consistent with Biblical principles. All employees of the University are expected to firmly support without reservations the University doctrinal statement of personal Christian faith and Community Covenant and Chapters. This may include leading devotions and/or spiritual formation groups and seeking other opportunities consistent with a biblical spiritual formation role.

WORKING CONDITIONS

The employee is regularly in a typical office environment with adequate light and moderate noise levels. No hazardous or significantly unpleasant conditions. Air-conditioned buildings; tile, concrete and carpeted floors; adjustable workstation with ergonomic keyboard is provided.

PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 40 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description are intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

Employee Signature

Date