



**JOB TITLE:** Faculty (Rocklin Campus)  
**DEPARTMENT:** Aviation  
**SCHOOL:** School of Natural & Applied Sciences  
**SUPERVISOR:** George Stubblefield, Dean  
**FLSA STATUS:** Exempt

### **MAJOR PURPOSE:**

The Faculty and Natural and Applied Sciences Division invites applications from well-qualified candidates in Aviation. Strongest consideration will be given to candidates with knowledge and/or proven experience in program development and teaching in a university environment. The candidate selected will manage an Aviation Degree to include managing Adjunct Faculty, and quality control over the entire program. A military background and a Certified Flight Instructor's license with two or more years teaching experience is desirable.

The pay range for this position is generally: \$65,000 - \$85,000 annual  
Individual pay is determined by a number of factors including relevant education and training, academic and related experience, high demand disciplines, location, and job-related skills.

This position is 100% in person, on campus.

### **ESSENTIAL Duties:**

- Provide instruction, remediation and evaluation in didactic and clinical learning concepts
- Ensure quality control of aviation laboratory, equipment, and personnel
- Manage student FAA exams, attendance records, issue ground certificates to meet 141 standards for recordation, and monitor for 80% student passing rate.
- Perform all duties as Chief Pilot
- Periodic inspections of Jessup's flight school partners to ensure FAA 141 compliance, negotiate/update MOUs with flight schools, act as liaison with flight school partner on operational issues
- Coordinate liability insurance renewals between Jessup and flight schools, pay invoices, track/report/resolve student flight fee and scholarship issues
- Advise students on course selection for B.S., B.A., and A.S. in Aviation and flight licenses
- Advise/monitor students to ensure they have units and courses needed for reduced Air Transport Pilot hours
- Notify in writing to the FAA and record any changes to Jessup's Training Course Outlines
- Seek/maintain relations with various aviation groups and individuals for aviation scholarships/donations
- Maintain flight simulator, address system glitches, procure funding for add-on features, demo system to potential aviation students, exhibit simulator at various University fairs
- Write and/or assist in developing aviation grant proposals
- Develop bridge partnership agreements with airlines
- Monitor/implement changes to FAA regulations that affect University flight programs
- Market/present Aviation program at various school functions, and related recruiting functions
- Completes other duties as assigned

**PENDING AVAILABLE FUNDING**

## **QUALIFICATIONS (Minimum)**

- Master's degree.
- Previous teaching experience in a University setting
- Certification as Chief Pilot
- Successful completion of criminal background check and drug screening,

## **EDUCATION/CERTIFICATIONS:**

- Bachelor's degree required (Aerospace, Aeronautical, Aviation)
- Master's degree is required (Aviation, Teaching, Aeronautical)
- Commercial Pilots License
- FAA Certified Flight Instructor
- FAA Ground Instructor (AGI/IGI)

## **REQUIRED KNOWLEDGE/EXPERIENCE:**

- Experience In teaching aviation ground and academic courses in University setting
- Experience with instructing on advanced air training devices
- Experience of interpreting and applying of FAA 141 rules pertaining to university aviation degree programs

## **SKILLS / ABILITIES**

- Ability and willingness to work effectively with a diverse student population.
- Familiarity with standard technology of application units.
- Excellent written and oral communication and analytical skills
- Competent in personal computer applications; word processing, spreadsheet, database, and email.
- Possession of a Commercial Pilots License.
- Functional abilities to carry out classroom teaching responsibilities.

## **MENTAL DEMANDS**

- Ability to integrate Christian thought and values in all aspects.
- 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 William Jessup University doctrinal statement of personal Christian faith and Community Covenant and Chapters.

Employee's performance shall be assessed, in part, by meaningful progress in their Biblical spiritual formation role. This includes leading class devotions, leading a SFG (Spiritual Formation Group), or performing other duties consistent with Biblical spiritual formation role. The employee shall document their Biblical spiritual formation roles in partial fulfillment of the University Service requirements in their professional development and tenure evaluation processes.

**WORKING CONDITIONS:**

The employee is regularly in a typical, air-conditioned office environment with adequate light; moderate noise levels; and tile, concrete, and carpeted floors with no hazardous or significantly unpleasant conditions. Occasionally, employees will be required to work at the airport and may be exposed to the smell of fuel and exhaust as well as plane engine noise as you will be working near airplanes and other vehicles. While at the airport employees will be working on concrete and other hard surfaces as well as in an office environment setting.

**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.

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Employee Signature

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Date