AUBURN
Human Resources

Chief Flight Instructor

Job Description

JOB INFORMATION

Job Code	AA82
Job Description Title	Chief Flight Instructor
Pay Grade	TR20
Range Minimum	$95,140
33rd %	$123,680
Range Midpoint	$137,960
67th %	$152,230
Range Maximum	$180,770
Exemption Status	Exempt
Approved Date:	3/10/2026 3:30:33 PM

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Flight Operations

JOB SUMMARY

Reporting to the Director of Flight Education, the Chief Flight Instructor leads the administration and oversight of the Part 141 Certificated flight courses of the Professional Flight degree program offered through the College of Liberal Arts, School of Aviation (SoA).

RESPONSIBILITIES

- Serves as the FAA-approved Chief Flight Instructor in accordance with 14 CFR Part 141 for the AUAC Professional Flight department and pilot for the FAA-approved Part 141 pilot school. Oversees and manages activities of assigned pilot training staff and flight instructors, including operational safety, training standardization and quality, initial and recurrent proficiency training, and all other job-related activities. Oversees and supervises the pilot training of all students participating in the aviation program at Auburn University.
- Directs the administration of maintaining pilot school documentation and academic records in accordance with Federal Aviation Administration (FAA), Veterans Administration (VA) and Auburn University policy and directive.
- Maintains a safety culture as the highest priority by assuring adherence to and maintenance of safety standards throughout day-to-day operations. Coordinates with airport management and staff on safety and operational issues.
- Forecasts, directs, and approves equipment acquisition to meet pilot training needs. Directs and approves curriculum development and program strategies by collaborating with faculty and instructors.
- Manages and administers the pilot training budget, including budget preparation, approving and monitoring all flight expenditures to ensure compliance with regulatory and University policy/directives
- Prioritizes the allocation of resources, both personnel and equipment, to maximize the safe, efficient, and effective conduct of all assigned academic courses.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	no specific degree. Aviation, Aviation Management, Business Management, Finance, or related field desired.			Must meet the applicable requirements outlined in FAA 14 CFR, Part 141.35. 1) At least 2,000 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 3 years and a total of 1,000 flight hours; or 1,500 flight hours.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Extensive experience in leadership of flight operations, pilot training, FAA regulations, flight safety, and the fundamentals of instructing.

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
Other	FAA Commercial Pilot or Airline Transport Pilot Certificate Must hold at least an FAA Commercial Pilot certificate with airplane single and multi-engine land, and instrument-airplane ratings.	within 60 Days	Required	And
Other	FAA Flight Instructor Certificate Must hold an FAA Flight Instructor certificate with airplane single and multi-engine, and instrument-airplane ratings.	within 60 Days	Required	And
	Must meet FAA regulatory requirement in accordance with 14 CFR Part 141.36 for designation as Chief Flight Instructor for AU's FAA approved Part 141 Pilot School.	within 60 Days	Required	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing				X		
Walking			X			
Sitting			X			
Lifting	X					
Climbing			X			
Stooping/ Kneeling/ Crouching			X			
Reaching					X	
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold			X		
Extreme heat			X		
Humidity			X		
Wet			X		
Noise			X		
Hazards			X		
Temperature Change			X		
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.