AUBURN
Human Resources

Coord, Aircraft Scheduler

Job Description

JOB INFORMATION

Job Code	EG13
Job Description Title	Coord, Aircraft Scheduler
Pay Grade	TR14
Range Minimum	$49,010
33rd %	$58,810
Range Midpoint	$63,710
67th %	$68,610
Range Maximum	$78,410
Exemption Status	Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	12/7/2017

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Aviation

JOB SUMMARY

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

RESPONSIBILITIES

- 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.
- 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.
- 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.
- 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.
- 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.
- 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. Maintains vendor relations and acts as departmental liaison to other departments, students, faculty, customers, and outside agencies/vendors on behalf of Air Transportation.
- Advises staff, administrators, and clients of standard policies and procedures.
- May assist hangar manager with light maintenance and housekeeping.
- Complies with all applicable Federal Aviation Administration rules and regulations in the performance of job duties.
- May serve in an on-call status to maintain effective and continuous business operations.

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

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	
High School Diploma or GED	High School Diploma or equivalent	and	2 years of	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 Experience	Yes

Substitution 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 KNOWLEDGE, SKILLS, & ABILITIES

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.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting			X			

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
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 and distinguish colors.