AUBURN
Human Resources

Flight Scheduler
Job Description

JOB INFORMATION

Job Code	EG19
Job Description Title	Flight Scheduler
Pay Grade	TR08
Range Minimum	$33,640
33rd %	$38,120
Range Midpoint	$40,360
67th %	$42,610
Range Maximum	$47,090
Exemption Status	Non-Exempt
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	7/19/2021

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Flight Operations

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.

RESPONSIBILITIES

- 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.
- Coordinates evaluation and testing events for all flight courses by coordinating training resources and evaluators with students.
- 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.
- 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.
- Advises students, parents, and CFIs on standard scheduling, as well as administrative policies and procedures, via telephone, email, or in-person.

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	No specific discipline required. Coursework in Aviation Maintenance is desired.	and	2 years of	Experience in operations coordination and scheduling, customer service, and/or aviation and airfield operations in a corporate/training aviation department.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

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

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				And
	Private Pilot Certification		Desired	

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		

WORKING ENVIRONMENT

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