AUBURN
Human Resources

Dir, Flight Education

Job Description

JOB INFORMATION

Job Code	EG35
Job Description Title	Dir, Flight Education
Pay Grade	TR21
Range Minimum	$109,410
33rd %	$142,240
Range Midpoint	$158,650
67th %	$175,060
Range Maximum	$207,880
Exemption Status	Exempt
Organizational use restricted to the following divisions	134 College of Liberal Arts
Approved Date:	12/9/2024 2:45:50 PM

JOB FAMILY AND FUNCTION

Job Family:	Transportation
Job Function:	Flight Operations

JOB SUMMARY

The Flight Education Director provides comprehensive leadership and strategic oversight for the Auburn University School of Aviation's flight education program. Oversees all facets of the flight and maintenance programs, ensuring the highest education and training standards for aspiring aviation professionals.

RESPONSIBILITIES

- Leadership and Management: Provides visionary leadership and strategic direction for the flight education program.
- Operations Oversight: Overseas flight and maintenance operations and directly supervises the Chief Flight Instructor and Director of Maintenance. Creates and refines policies, procedures, and best practices for the Professional Flight team, covering maintenance, flight instruction, flight coordination, flight scheduling, and dispatch. Provides effective leadership and communication to manage flight, simulator, and maintenance operational teams, ensuring efficient operational flow.
- Compliance and Safety: Ensures all program activities strictly adhere to university policies, FAA regulations, and industry safety standards. Implements and maintains a robust safety culture and effective Safety Management System (SMS) by ensuring continuous compliance with and enforcement of safety protocols in all daily operations. Interfaces with the Safety Manager consistently on areas for improvement.
- Positive Working Culture: Recruits, mentors, and evaluates instructional and administrative staff members, fostering a collaborative and innovative education environment. Establishes and maintains a positive working culture that promotes collaboration, efficient operations, and professional growth.
- Strategic and Operational Planning: Forecasts, directs, and approves equipment acquisitions to meet pilot training needs. Allocates resources, including personnel and equipment, to ensure all assigned academic courses' safe, efficient, and effective conduct.
- Student Success: Ensures high student satisfaction and success through effective program management and support services in coordination with the SoA Director.
- Curriculum Development: Supports the development and continuous enhancement of the flight education curriculum to align with industry standards and accreditation requirements. Directs and approves curriculum

RESPONSIBILITIES

	development and program strategies in collaboration with faculty and instructors. Supports assessment and accreditation activities to ensure program excellence in coordination with the SoA Director.
•	Budget Management: Oversees the program budget to ensure efficient use of resources and alignment with strategic goals. Manages and administers the department budget, including preparation, approval, and monitoring of all expenditures to ensure compliance with regulatory and university policies. Develops and implements the program's financial policy to ensure adequacy and efficiency. This role encompasses overall financial responsibility for the flight operations budget, maintenance spending, fuel costs, lease agreements, and all procurements, including aircraft and training devices.
•	Supporting Relationships: Collaborates with the Director of the School of Aviation, coordinates and maintains robust and cohesive working relationships with university supporting entities, such as the Veterans Resource Center and the Financial, Legal, and Procurement offices. Effectively collaborates with AU Airport management and staff on safety, program growth plans, and operational issues. Works closely with other educational partners, including Southern Union State Community College, to ensure cohesive and efficient operations.
•	Industry Engagement: Develops and maintains strong relationships with aviation industry partners to enhance program relevance and student opportunities.

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	
Master's Degree	Degree in Aviation Management, Aeronautical Sciences, Business Management, Finance, or related field.	and	7 years of	Experience in flight operations, fleet management and business management of operations. Experience leading and/or managing a large operations function, including maintenance, facilities, and staff. At least 5 years' experience supervising full time staff.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

In-depth understanding of FAA regulations, industry trends, and accreditation processes. Knowledge of best practices and theories related to functional program operations, including, but not limited to, project, contract, and program management, flight training, and aircraft maintenance procedures.	
Strong leadership, communication, and organizational skills; ability to work collaboratively with diverse stakeholders.	

REQUIRED PRE-EMPLOYMENT/ONGOING SCREENINGS

Pre-Employment Drug Screening; Random Drug Screening

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Office and Administrative Support

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 temperatures			X		
Hazards			X		
Wet and/or humid			X		
Noise			X		
Chemical		X			
Dusts		X			
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.