
Auburn University Job Description

Job Title:	Flight Dispatcher	Level I	Grade TR05 \$26,900 - \$36,300
Job Code:	EG14	Level II	Grade TR07 \$29,700 - \$40,100
FLSA status:	Non-exempt		

Job Summary

Facilitates the dispatching of aircraft and flight training devices used by Auburn University Flight School, including the reporting and tracking of aircraft maintenance events and invoicing for training activities.

Essential Functions

1. Dispatches laboratory training flights in accordance with the published daily schedule in coordination with flight laboratory instructors and leadership.
2. Assigns resources necessary to support flight training lessons.
3. Ensures accurate aircraft status is displayed in the computer-based management system.
4. Assists with student records management and other record-keeping and data collection tasks.
5. Assists in tracking inventory of training materials and supplies.
6. Assists in filling student orders for training materials.
7. Other duties as assigned.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

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Job Family Levels

Level	Responsibility	Knowledge	Education and Experience*
I	Follows specific procedures. Task variety is limited. Work is performed under close supervision.	Basic knowledge of standard office functions. Communicates with other is limited to exchange of routine information.	High school diploma or equivalent.
II	Tasks are varied and broad. Work is performed under occasional supervision.	Standard knowledge of office functions. Working knowledge of Auburn University administrative systems appropriate to the position.	High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

* See the "Minimum Required Education and Experience" section of the job description for any substitutions that may be allowed for education and experience.

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Minimum Required Education and Experience

Level I High school diploma or equivalent.

Level II High school diploma or equivalent plus 2 years. Experience must include at least 2 years at the preceding level or equivalent.

Focus of Education

High School Diploma or equivalent

Focus of Experience

Experience in flight operations coordination and scheduling, or experience in operations involving equipment, facilities, or personnel coordination and scheduling.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions 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 Required Knowledge

See Job Family Levels

Certification or Licensure Requirements:

None Required

Physical Requirements/ADA

Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires reaching, talking, hearing, handling objects with hands, and lifting up to 50 pounds.

Job occasionally requires standing, walking, sitting, climbing or balancing, stooping/kneeling/crouching/crawling, .

Vision requirements: Ability to see information in print and/or electronically, ability to distinguish colors.

Speaking and Hearing requirements: Ability to converse with Dispatch customers, ability to communicate with Dispatch customers using radio equipment.

Date: 6/23/2021
