
Auburn University Job Description

Job Title: **Coord, Flight Operations**

Job Family: No Family

Job Code: **EG21**

Grade AS07 \$33,700 - \$50,600

FLSA status: Non-exempt

Job Summary

The Flight Operations Administrator executes the flight and business operations within the Department of Professional Flight and Aviation Maintenance by supporting the Director of Operations, the Director of Aviation Maintenance, and their administrative staff while coordinating with Flight Instruction, Dispatch, Scheduling, Testing/Records and Advising.

Essential Functions

1. Maintains efficient flight and business operations for the Department of Professional Flight and the business operations of Aviation Maintenance through the implementation, coordination, and administration of the Departments' information and communication needs between Dispatch, Scheduling, Flight Instruction, Maintenance and Testing/Records, Building Services, Maintenance, and Access
 2. Processes financial transactions, including, but not limited to invoices/vendor vouchers, journal vouchers, direct charges, budget change orders, travel vouchers, error corrections, and purchase requisitions; reconciles purchasing cards; and prepares financial reports such as collection and accounts receivable reports for both the Department of Professional Flight and Aviation Maintenance.
 3. Administers the Department of Professional Flight's students and employees wellness program, which may include collaborating with the Director of the AU Medical Clinic and coordinating with the Director of Operations to ensure protocols and policies align with the most recent guidelines and recommendations of the Alabama Department of Public Health and the Centers for Disease Control.
 4. Assists the Department of Professional Flight and Aviation Maintenance with purchases and capital expenditures which may include preparing requisitions and purchase change orders, manual and electronic vendor vouchers ensuring that all required supporting documentation are accurate and complete and wire transfer payments have been received by vendor.
 5. Monitors student-related financial matters and issues by creating and modifying student billing; transmits monthly student flight account balances to Student Financial Services and requests credits, corrections, and adjustments on individual accounts as necessary.
 6. Collaborates with the Professional Flight Academic Advisor on incoming students, enrollment projections, course registrations, student flight blocks and flight instructors assignments and potential student issues.
 7. Coordinates with the Department of Professional Flight, Aircraft Maintenance, and School of Aviation staff on HR issues, which includes collaborating with others to process the Department's and Aviation Maintenance's timekeeping and payroll functions, advising and explaining HR/payroll/leave/benefit policies to the Director of Operations, and Department employees; advises and notifies School of Aviation's Business Services Coordinator of flight instructor pay rate increases; and maintains inventory of flight instructor documents
 8. Complies with all FAA rules and regulation and maintains current knowledge of FAA rules and regulations applicable to performance of job duties.
 9. Partners with the Veterans Resource Center to ensure accurate billing of VA student's flight benefits and understand the most current VA policies and guidelines.
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10. Administers the Flight Operations software by adding and updating users and user profiles, providing on-site support, conducting software training to new employees, and troubleshooting various portals and modules - such as student grading, mission and pilot logs, etc. Oversees the software's data for quality and integrity.
11. May perform 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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Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Bachelor's degree from an accredited college or university.
Experience (yrs.)	5	Experience in flight operations, flight school, or financial reporting. Experience in operations involving equipment, facilities, or personnel coordination and scheduling is desired. Must include supervisory and administrative experience.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of basic accounting principles. Knowledge of financial and bookkeeping. Knowledge of Banner/Kronos. Knowledge of FERPA, FAA and TSA rules and regulations specific to a Part 141 flight program.

Certification or Licensure Requirements

None required.

Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

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 sitting, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires standing, walking, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 10/3/2022
