



Position Title:	Aviation Program Coordinator		
Reports To:	Director		
Department:	School of Aviation	Job Code:	3803
Prepared By/Date:	Jennifer C. Brito/11-25-2008	Job Group:	PENC
Approved By/Date:	Jeffrey Thomas/11-04-2011	Salary Grade:	12
Revised:	Donna French/11-04-2011	FLSA Status:	Exempt

Summary:

The Aviation Program Coordinator provides guidance, coordination, clerical and operational support to the Aviation department and to the Director.

Essential Duties and Responsibilities:

- Advises students
- Coordinates and manages departmental personnel paperwork
- Serves as communication liaison between department and Human Resources
- Serves as communication liaison between department and FAA
- Assists in the processing of scheduling courses and full-time/part-time faculty
- Assists in the interviewing, hiring, and managing adjunct faculty
- Assists the Director with planning, recruitment and retention activities
- Updates, tracks and maintains the CTI database
- Ensures the availability of program information
- Assists faculty with books/materials ordering and distribution
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge and understanding of college organization, goals and objectives, and policies and procedures
- Knowledge and skill Microsoft Office Programs specifically, Word, Excel, Outlook and Access
- Possess strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies and diverse community
- Possess excellent organizational and decision-making skills
- Ability to exercise discretion and independent judgment in daily assignments
- Ability to respond to inquiries in a timely and courteous manner
- Ability to speak effectively to internal and external customers
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree and three (3) years of related experience; or Associate's degree and seven (7) years of related experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name