



JOB DESCRIPTION

JOB TITLE: Dean, School of Aviation Sciences

REPORTS TO: Executive Vice President and Provost

CLASSIFICATION: Administrator

SUMMARY:

This position provides leadership for the School of Aviation Sciences at the college and serves as the administrator in charge of the Aviation Sciences Center located in Chippewa Township and Parkway West.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Leads faculty and staff in the continuous improvement of existing Aviation instructional programs by conducting regular program reviews and evaluations. Prepares proposals to modify existing programs or to create new programs. Ensures compliance with all training standards and regulations.

Works with students and faculty to evaluate the quality of the instructional program and to develop performance enhancement plans supporting innovation.

Recruits, hires, orients, evaluates and mentors full-time and adjunct Aviation faculty within the school.

Develops the School of Aviation Sciences instructional schedule.

Participates in the development of institutional procedures, and ensures that programs and faculty operate within the boundaries established by the Board of Trustees, federal and state and regulation, and requirements imposed by accrediting agencies.

Works with faculty and staff to identify the budgetary needs of the school. Implements the approved budget.

Develops an enrollment management plan. Collaborates with both Marketing and Enrollment Services to recruit students for the aviation programs. Meets with prospective students and their parents.

Works with external agencies, organizations and schools to develop partnerships and articulation agreements enhancing student transfer.

Chairs all school meetings and participates in college-wide committees and task forces.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS: The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

KNOWLEDGE OF:

Principles and practices of aviation instruction

Air Traffic Control

Airline/Aviation industry

ABILITY TO:

Provide academic leadership in aviation

Communicate effectively verbally and in writing

Operate a PC and related software

Maintain effective working relationships with others

Administer and develop programs

Make expedient, informed, strategic, and tactical decisions

EDUCATION and/or EXPERIENCE: Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be:

Required: Minimum of 5 years' experience in the aviation industry, postsecondary education and/or government. Instructor licenses-flight and ground.

Background may include aspects of the following:

- 1) Military trained Pilot
 - a) Instructor Pilot
 - b) Platform Instruction
 - c) Standards and Evaluation
- 2) FAA Part 121 Pilot
 - a) Airline Transport Pilot (ATP) certification
 - b) 121 Training
 - c) Safety
 - d) Check airmen, All Checks
- 3) General Aviation Experience
 - a) CFI
 - b) CFII
 - c) MEI
- 4) Maintain superior computers skills (i.e. Word/PowerPoint/Excel)
- 5) Demonstrate project management, budgeting and public speaking skills
- 6) Master's Degree or higher strongly preferred

Background could include military training as an Instructor pilot and involved with standards. On the civilian aviation side: must hold a CFI and/or ATP certificate.

Preferred: Graduate degree in aviation or related field, with the same experiential qualifications as noted above.

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 regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in indoor conditions and regularly works near video display. The employee occasionally works in evenings or on weekends. The noise level in the work environment is usually moderate.

Administrator Position – Dean, School of Aviation Sciences
Exempt
January 2018