

Aviation Support Specialist
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=257311>

Downloaded On: May. 22, 2025 6:17pm

Posted May 22, 2025, set to expire Jun. 8, 2025

Job Title Aviation Support Specialist
Department Aviation
Institution Central Oregon Community College
Bend, Oregon

Date Posted May 22, 2025

Application Deadline 06/08/2025
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Administrative Support/Services
Admissions/Student Records/Registrar

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Apply By Email

Job Description

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Aviation Support Specialist

Position Number: B1204PD

Starting Wage/Salary: \$19.97-\$20.77/hr plus exceptional benefits

Close Date: 06/08/2025

Primary Purpose:

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The Aviation Support Specialist provides administrative support for COCCs Aviation Program.

Essential Duties and Responsibilities:

General Functions:

- Work with the Aviation Operations Specialist to provide support for various responsibilities.
- Provide administrative support to full and part-time faculty.
- Provide various data entry functions for flight and instructional time for current students.
- Archiving of student records and destruction or recycling of obsolete student records.
- Miscellaneous project work.
- Other tasks and duties as assigned by the Aviation Program Director to support the Aviation program and staff.
- Assistance with the audit process of FAA training records and Dept. of Veteran Affairs compliance surveys.
- Uploading test banks for certification classes.
- Building and maintaining an academic and lab deadline calendar for the department each term.
- Monthly flight simulator cleaning and bulletin board updates at the airport.

Recruiting and correspondence:

- Assistance maintaining Outlook correspondence file with prospective students.
- Support departments recruitment and onboarding functions and communication with incoming students.
- Preparation, stocking, and distribution of Aviation Department recruitment, onboarding, and informational materials.

Knowledge, Skills, and Abilities:

- Demonstrated knowledge and understanding of standard office procedures.
- Knowledge of planning, implementing, and supporting Aviation programs.
- Strong interpersonal, organizational, and oral and written communication skills.
- Ability to work independently and use good judgment with respect to priorities and deadlines.
- Ability to communicate information effectively regarding College policies and procedures to students.
- Ability to communicate effectively with students, staff, and faculty from diverse backgrounds.
- Ability to manage conflicts within and/or between groups and work in a team environment.

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- Ability to develop strong working relationships with people from different cultural backgrounds and other aspects of human diversity.
- Ability to monitor budgets and other administrative processes in a timely and professional manner.
- Ability to meet deadlines, set work priorities, and manage workload.
- Ability to use software programs and database systems which include Microsoft Office Suite, email, website editing, basic desktop publishing, and modern office equipment.

Minimum Requirements:

Education:

- Associates degree.

Experience:

- One (1) year of related professional work experience in an office environment.

Preferred Qualifications:

Experience:

- Knowledge of aviation training and/or flight school operation.
- Experience working at a community college.

To apply, visit <https://jobs.cocc.edu/postings/11293>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities.

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When brought to the attention of the appropriate parties, any such actions will be promptly and equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Aviation
Central Oregon Community College
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