

Dispatch Supervisor
Auburn University

Direct Link: <https://www.AcademicKeys.com/r?job=258260>

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Posted Jun. 13, 2025, set to expire Oct. 31, 2025

Job Title Dispatch Supervisor
Department Flight Education
Institution Auburn University
Auburn, Alabama

Date Posted Jun. 13, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Public Safety

Job Website <https://www.auemployment.com/postings/54172>

Apply By Email

Job Description

Job Summary

The College of Liberal Arts Flight Education Department is seeking a dedicated **Dispatch Supervisor** to join our team. Reporting to the Chief Flight Instructor, responsible for supervising Flight School Dispatch personnel. Ensures compliance with Federal Aviation Administration (FAA) regulations for all maintenance and training duties, as well as ensures department compliance with Dispatch policies and procedures in support of the Flight School's training mission.

Essential Functions

- Provides overall supervision for the Flight School Dispatch function: Prepares and maintains the weekly personnel schedule. Manages the hiring process for TES and student

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Dispatchers. Determines the training needs for new and current Dispatch personnel.

- Coordinates with maintenance function to ensure all aircraft and training devices are in accordance with Federal Aviation Administration Regulations and Flight School policy. Ensures all reported maintenance discrepancies are documented in the School's resource management system, and coordinates with designated maintenance representatives on additional clarifications, as needed.
- Dispatches aircraft and flight training devices used by Auburn University Flight School.
- Reports and tracks aircraft maintenance events.
- Coordinates with Flight School personnel to develop training procedures and guidance, and ensures all Dispatchers are trained accordingly.
- Oversees student records and other record-keeping and data collection tasks.
- Reports and invoices flight training activities. Maintains inventory of training material and supplies, as well as manages the sale of these items.
- May perform other duties as assigned to ensure the Dispatch function supports the Flight School as needed.

Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

Why Work at Auburn?

- **Life-Changing Impact:** Our work changes lives through research, instruction, and outreach, making a lasting impact on our students, our communities, and the world.
- **Culture of Excellence:** We are committed to leveraging our strengths, resources, collaboration, and innovation as a top employer in higher education.
- **We're Here for You:** Auburn offers generous benefits, educational opportunities, and a culture of support and work/life balance.
- **Sweet Home Alabama:** The Auburn/Opelika area offers southern charm, vibrant downtown scenes, top-ranked schools, and easy access to Atlanta, Birmingham, and the Gulf of Mexico beaches.
- **A Place for Everyone:** Auburn is committed to fostering an environment where all faculty, staff, and students are welcomed, valued, respected, and engaged.

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Ready to lead and shape the future of higher education? Apply today! War Eagle!

Contact Information

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

Contact

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