

POSITION SUMMARY:

Directs and manages aviation-related training and education programs. Develops and maintains government and industry partnerships to ensure programs meet regulatory standards and workforce needs. Promotes programs to strengthen community support and increase student enrollments.

ESSENTIAL JOB FUNCTIONS (functions include, but are not limited to):

- Provides leadership and develops, implements, and manages college efforts relating to aviation training and education and coordinates activities with credit and non-credit programs
- Seeks industry, government, and community support to establish new programs and enhance existing programs
- Secures and maintains Federal Aviation Administration certification for a 14 CFR Part 147 Aviation Maintenance Technician School
- Oversees and directs development of curriculum and training consistent with certification standards
- Promotes program and recruits students

NON-ESSENTIAL FUNCTIONS/DUTIES (functions include but are not limited to):

- Responsible for ensuring a safe and clean learning environment
- Develops and implements course schedules
- Ensures student records are maintained
- Coordinates internship opportunities for students
- Other duties as assigned

QUALIFICATIONS:**Education and Experience**

- Master's Degree from a regionally accredited institution and five years of management experience in an aviation-related field.
- Demonstrated leadership and knowledge of aviation maintenance technical training, and grant management.
- Teaching and curriculum development experience preferred.

Knowledge, Skills, and Abilities

- Knowledgeable of FAA rules, regulations, and procedures as they apply to aviation maintenance technician training.
- Ability to manage diverse elements of both educational and technical operations including budgets and schedules.
- Ability to troubleshoot and problem solve quickly using good judgment.
- Excellent interpersonal skills.
- Excellent public speaking, listening, and written communication skill.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

- Must have FAA Airframe and Power-plant Certification
- Must have a Valid Florida Driver's License
- Must pass a Level 2 Background check