

School Director, EIG-Watson School of Aviation - Revised 6/26/2009

Campus	Homestead Campus	Position	Full-Time Professional Exempt
Location:		Type:	Contractual
Position ID:	392400	Grade:	19
Salary	\$90,000 Flat Rate	FLSA:	Exempt - Not Eligible for Overtime Compensation
Date Posted:	8/29/2008	Closing Date:	Open Until Filled
Reports To:	Dean of Academic and Student Affairs	Status:	First Review 3/20/2009

Job Description:

(This is an essential position)

The School Director provides the overall leadership and strategic direction for the college-wide EIG-Watson School of Aviation. This individual is responsible for planning, supervising, and evaluating all current aviation programs and for the development of new emerging programs in transportation. The Director builds key partnerships with business and industry and actively engages the Schools advisory committee in addressing the training needs of the workforce. This individual works with a variety of constituents to accomplish key initiatives and activities campus and college-wide.

Duties & Responsibilities:

- Provides leadership for cutting-edge training, educational programs, and delivery formats to meet workforce needs
- Leads effective strategic planning and creates an environment that advances innovation
- Serves as the spokesperson for the School and develops key partnerships with local, regional, national, and international businesses, organizations, and institutions
- Aggressively pursues external funding through grants and private funding sources
- Builds teams among faculty and staff and collaborates with campus and college-wide areas to facilitate continuous quality improvement
- Aggressively markets aviation programs and establishes effective recruitment strategies to attract students
- Monitors and ensures success with increasing student enrollment, retention, graduation and job placement rates
- Evaluates in adherence to criteria of accrediting and certifying agencies and ensures compliance with FAA requirements
- Oversees records and the reporting system to meet FAA requirements for the AT-CTI designation
- Hires, supervises, and evaluates all School faculty and staff
- Supports professional development and training opportunities for the faculty and staff
- Monitors and supervises the budget to support the School and identifies resource needs
- Resolves student issues and problems, oversees course scheduling for the School, and recommends and convenes the Schools advisory committees
- Serves on campus and college-wide committees
- Performs other related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities

Minimum Requirements:

- Master's Degree in a related field of discipline required and a minimum of five (5) years of senior level experience in the field of aviation
- Doctorate degree preferred
- All educational degrees must be from a regionally accredited institution
- A record of demonstrated and progressive achievements in the field with tangible results
- Energy and vision to advance the School of Aviation
- Knowledge of criteria of accreditation agencies, especially the Southern Association of College and Schools and Colleges
- Administrative experience in higher education and teaching and/or training experience preferred

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures
- Must demonstrate excellent interpersonal and communication skills
- Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Knowledge of budget preparation and of Microsoft office software and specific computer programs related to area of expertise
- Ability to write speeches and articles for publication that conform to prescribed style and format
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents
- Demonstrated evidence of effective leadership skills and an ability to work collaboratively with a wide range of constituencies including faculty, staff and students
- This function/position has been designated as Essential. This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.