

June 25, 2009



ENTERPRISE-OZARK COMMUNITY COLLEGE

Your Investment in Excellence

INTENT TO EMPLOY

POSITION: Director, Aviation Site at Andalusia

QUALIFICATIONS: **Required:** Minimum of an associate degree in Aviation Maintenance Technology or a closely related field. FAA Airframe and Powerplant certification.
Preferred: Aviation maintenance management experience.

POSITION SUMMARY: The Director is responsible for the administration of aviation programs, activities, budgets, facilities, and staffing supervision at the Site.

DUTIES AND RESPONSIBILITIES: SEE ATTACHED JOB DESCRIPTION

SALARY: Schedule C-3 (\$30,000 - \$60,000)

POSITION AVAILABLE: August 18, 2009 (Fall Term)

POSITION DEADLINE: Applications must be received in Human Resources **NO LATER THAN 1:00 p.m., Friday, July 17, 2009.**

APPLICATION PROCEDURE: All applicants must submit a complete application packet which consists of:

- A completed Enterprise-Ozark Community College application for employment
- Current resume
- Copy of transcripts verifying required education and copy of FAA Certification.
- If submitted, verification of experience must include **employment dates and job title and be on official letterhead with an authorized personnel signature.**

Only complete application packets received by the deadline date will be considered. From all the applications received, a search committee will review applications, interview applicants, and select candidates for further consideration by the President. Only applicants who meet the minimum qualifications and submit a complete packet are eligible for an interview. Interviews will be by appointment only. Applicants must travel at their own expense. *Applicants selected for an interview must demonstrate proficiency in written English as part of the on-campus interview process.* **Candidate offered position must submit to criminal background check.**

Enterprise-Ozark Community College application for employment form is available at www.eocc.edu and application should be sent to:

ATTN: 2008-09:07
Enterprise-Ozark Community College
P O Box 1300
Enterprise, AL 36331
334-347-2623 ext 2222

Enterprise-Ozark Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise-Ozark Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.

Enterprise Campus
600 Plaza Drive/P. O. Box 1300
Enterprise, AL 36330/36331
(334) 347-2623

Ft. Rucker Site
Bldg. 4502, Kingsman Street
Ft. Rucker, AL 36362
(334) 598-3438

Aviation Center Mobile
1975 Avenue C
Mobile, AL 36615-1403
(251) 438-2816

Ozark Aviation Campus
3405 Highway 231 South
Ozark, AL 36360
(334) 774-5113

ENTERPRISE-OZARK COMMUNITY COLLEGE
JOB DESCRIPTION

Job Title: Director, Aviation Site at Andalusia

Department: Aviation

Reports to: Dean of Instruction and Student Services

FLSA Status:

Job Summary: The Director of the Aviation Site at Andalusia is responsible for the administration of aviation programs, activities, budgets, facilities, and staff supervision.

Specific Duties and Responsibilities:

1. Coordinates administrative functions for site, including personnel, student services, instruction and facilities.
2. Plans, organizes, directs and evaluates instructional and instructional support services at the site.
3. Ensures that students receive assistance pertaining to admissions and financial aid in a prompt manner.
4. Supervises the conveyance of all constitutional or statutory laws, state and charter regulations and State Board policies.
5. Ensures that students receive information related to program offerings and admission to the College, inclusive of College and department requirements, placement test requirements, and policies and procedures for granting college credit, based on training obtained through the armed forces.
6. Ensures that policies and procedures for academic assessment and placement of new students are appropriately applied.
7. Assists with implementation and evaluation of marketing activities.
8. Participates in outreach activities such as visits to high schools, career fairs, industry functions, and community workforce development initiatives.
9. Conducts site tours, official site ceremonies, and receptions.
10. Conducts a formal orientation for all new employees.
11. Assists in the development and implements policies and procedures relating to student discipline.
12. Ensures that personnel, physical and fiscal resources for instruction and instructional support are properly managed.
13. Provides leadership and supervision for effective public information and community relations programs.
14. Oversees the fiscal management of site and develops, recommends and assists in administering the annual budget of the site.
15. Ensures correct and timely processing of required reports.
16. Assists Instruction and Student Services with implementation of other off campus sites.
17. Follows solicitation of competitive bids and contract buying procedures to assure proper balance of quality and cost.

18. Maintains a healthful, safe and secure environment that is conducive to effective teaching and learning.
19. Monitors and analyzes industry trends and leads revisions of current curricula to reflect those trends.
20. Ensures equipment and training aids supporting instruction are properly maintained by faculty members or through contractual services.
21. Leads the development of training materials, which relate equipment and support instruction.
22. Ensures faculty maintains accurate records of student performance on tests, performance projects, and student attendance.
23. Establishes faculty-teaching assignments for courses each term.
24. Ensures faculty practice safe use of tools and equipment and provide direct guidance to students concerning safety.
25. Conducts scheduled evaluations of faculty and staff, documents those evaluations, and explains those evaluations to faculty and staff during individual meetings; assists faculty and staff to remedy weaknesses or deficiencies identified during the evaluation process.
26. Analyzes student load in the department and prepares course schedules.
27. Oversees faculty in the academic advisement of incoming and continuing students.
28. Assists in the recruitment of students and faculty.
29. Markets and implements dual enrollment/accelerated credit courses.
30. Represents college at official and civic functions.
31. Ensures that policies of the College and the State Board of Education are implemented and followed.
32. Serves as site complaint officer and ADA contact.
33. Participates on College committees.
34. Performs other duties as may be assigned by the Dean or President.

Education / Work Experience:

1. Associate degree in aviation maintenance technology or closely related field.
2. Aviation maintenance management experience preferred.
3. Knowledge of community college concept.
4. Effective administrative, interpersonal, mathematical and communication skills.
5. Knowledge of appropriate Federal Aviation Administration reports, guidelines and requirements.
6. Willingness to work non-standard hours as necessary.
7. Knowledge of career counseling, career development, dual credit, and successful job placement.
8. Knowledge of laws, policies and guidelines affecting community colleges in Alabama.

9. Knowledge of effective instructional techniques and learning strategies; ability to supervise.

Required License/Certification

1. Must hold Federal Aviation Administration Airframe and Powerplant Certification.

Other Special Qualifications/Requirements for the Job:

1. Emotional control and stability.
2. Ability to meet deadlines and work well under pressure.
3. Ability to represent the needs of the College at state and local levels.
4. Ability to think critically, plan, implement, assess, and enhance programs and services.
5. Ability to manage time in an efficient manner.

Reviewed By:

Supervisor

Date

Employee

Date