SIU Carbondale  
Position Description

Employee’s Name: ___________________________ AIS ID: ___________________________

Position Information:

Position Title: Program Coordinator  Position #: C.CS.N10341.000

Department: School of Aviation

This position is: ___ Administrative/Professional Staff (A/P)  
___ Civil Service Staff

Reason for Position Description

___ New Position  
___ Existing Position Duties Revised  
___ Newly Hired Employee  
___ Requested by HR for State Universities Civil Service System Compliance

Action Requested:

___ Review for Appropriate Title/Classification  
___ None (no changes, for updated signatures only) NO VC SIGNATURE REQUIRED
___ Other: __________________________________________

The contents of this position description are an accurate and complete representation of the position.

Employee:  
Signature  
Print Name  
Date

Supervisor:  
Signature  
Print Name  
Date

Dean/Director:  
Signature  
Print Name  
Date

Vice Chancellor:  
Signature  
Print Name  
Date

Chancellor/President: (if required)  
Signature  
Print Name  
Date

FOR HR USE ONLY

DER Approval: ___________________________ Date: ___________________________  

Title Code: ___________  EEO Code: ___________  Job Code: ___________  FLSA: ___________

IPEDS: ___________  Security or Safety Sensitive: _____  Page 1 of 4
Please provide the information requested directly on this document. If space available is inadequate, attach additional sheets.

1. DUTIES AND RESPONSIBILITIES. List in priority order only the essential duties and responsibilities of this position. Essential duties meet the following standards: (1) the function must be done, (2) taking the function from the job would fundamentally change it, (3) the job exists to perform this function, and (4) there would be significant consequences if the function is not done. The most important item should be listed first.

1. Supervision of Aviation Weather and Dispatch- The weather and dispatch operation is conducted seven days a week for at least 12 hours per day with operations two nights per week until 11 p.m. (or later). Main responsibilities in this area are: student and staff safety, maximizing resources, hiring/training/scheduling/supervising staff comprised of one full time employee and 14 part time employees, maintaining digital aircraft logbooks, student retention, flight course registration, the safe and efficient control of 47 training aircraft, the flight simulator center, and to ensure compliance with all Federal Aviation Administration, Transportation Security Administration, and National Oceanic and Atmospheric Administration rules and standards. Serving on the Safety Committee and various school search committees.

2. Scheduling- This position is tasked with the assignment of flight students to faculty members. This task involves processing all incoming students for the TSA prior to scheduling, assigning 350+ students across 50-60 instructors using SIU specific scheduling software and Talon ETA software, utilizing 47 flight training aircraft and 10 simulators. This task is completed by considering each student's individual requirements, the credentials of the instructors, the requirements of 10 separate flight classes, the student's class and work schedule, and the creation of an individualized schedule for each of the 47 flight training aircraft and 10 flight simulators. Other duties as assigned by the school director.
2. ORGANIZATIONAL STRUCTURE. Please attach a current departmental organizational chart.

3. HUMAN RESOURCES FUNCTIONS.

3.1. Specify the number of employees reporting *directly* to this position. (If applicable)

   Head Count: __________  FTE: __________

3.2. Specify the number of employees reporting to this position through subordinate supervisors, including student employees:

   Head Count: 14 _________  FTE: __________

4. PRINCIPAL CHALLENGES. Describe the nature and variety of the most complex problems that are faced by this position.

   Environmental Demands:

   1. Generally considered a desk position
   2. Physical space does not pose any discomfort
   3. Must be able to work with efficiency in the midst of a great deal of activity with a variety of people and situations. Must be able to make the appropriate shift or mental awareness in regard to different individuals

5. POSITION SCOPE. Indicate the important scope data applicable to this position which will best describe its size or effect on the University. State all figures on an annual basis.

5.1. Dollar Measures—e.g., budget (list salaries and operational expenses separately), capital expenditures, educational grants received, annual research program expenditures, etc. Indicate the responsibility of the position for the item listed, e.g., fiscal officer, delegated fiscal officer, makes recommendations, etc. (If applicable. Typically for AP positions or Civil Service custom classes.)

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5.2. Other scope measurements pertinent to this position, e.g., number of departments affected, number of students, colleges or departments served, number of items or amount of property purchased, annual cost of educational services, research funds developed, number of students recruited, potential savings to the University as a result of the position's activity, etc.

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6. QUALIFICATIONS. Minimum education and work experience (including years) to qualify for position: For AP or custom classifications ONLY.

I. Bachelor’s Degree
2. A total of one (1) year (12 months) of experience in the specialization of aviation flight operations and/or specialization inherent to the position in aviation. (Note: Master's Degree in an area consistent with the duties of the position may be substituted for one (1) year of work experience.)

7. OTHER. Describe anything else of significance which is important to the position and not covered elsewhere. For example, knowledge, skills and abilities critical to the performance of the job; any unique conditions outside of a normal office environment; involvement in academic committees and/or outside educational organizations required by the job; or anything else which may be significant to the function of this position.

1. Knowledge of general office practices and procedures
2. Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction
3. Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
4. Skill in oral and written communication
5. Ability to work effectively with students, staff, and the public.
6. Supervisor ability and knowledge of administrative concepts and methods
7. Ability to utilize various computer software packages, to organize and multi-task.
8. Ability to work independently and exercise judgment in order to be able to analyze and investigate a variety of questions of problems.