

The UND Aerospace Foundation (UNDAF) is seeking an **Assistant Chief Flight Instructor** to join our expanding team in Mesa, AZ. The Assistant Chief Flight Instructor will be an integral part of our flight management team and will report to the Chief Flight Instructor.

About UNDAF:

We are a 501(c)(3) non-profit organization, organized in 1985 to support the Odegard School of Aerospace Sciences at the University of North Dakota through Aviation related training, research, and development. We have over 100 employees, with locations in Grand Forks, ND and Mesa, AZ.

Your Focus:

- Assist the Chief Instructor in overseeing the UND Aerospace Flight Training Center in Phoenix
- Assist the Chief Instructor in maintaining Pilot School Records in accordance with Part 141 of the Federal Regulations
- Maintain an active team relationship with personnel including lead instructors and flight instructors.
- Teach Part 141 Aviation Ground Schools as necessary.
- Monitor and enforce compliance with FARs, UND Policies and Procedures, and Safety considerations of all UND employees and customers.
- Perform the duties of Assistant Chief Flight Instructor under Part 141 Federal Regulations
- Instruct and conduct student stage and final checks as needed performing a minimum 240 hours of contact time per year.
- Participate in marketing and outreach events for UNDAF as requested.
- Assist in maintaining relationships with partner college(s) and international customers.
- International travel to meet UND Aerospace commitments.
- Promote the use of SMS principles outlined in UND Aerospace's Safety Management System.
- Perform other duties as assigned.

Qualifications

- 2-year degree or equivalent management experience.
- Minimum of a certified flight instructor certificate with instrument rating
- Minimum requirement for Part 141 Private Pilot Assistant Chief
- Good interpersonal skills, strong customer service abilities and positive attitude
- Individual that pays close attention to detail in maintaining regulations and policies

Preferred Qualifications

- 4-year college degree in Aviation or Management related area
- Minimum requirement for Part 141 Commercial/Instrument Assistant Chief
- Minimum of 250 hours PIC multi-engine experience
- Multi-engine instructor
- Previous management, Part 141, and customer service experience
- Working knowledge of MS Office which includes Word, Excel, PowerPoint, and Project

Package:

- Salary starting at \$65,000.00, with the potential for salary adjustments occurring annually depending upon performance, certifications, and adequate funding.
- Health insurance with 100% premium paid for single or family coverage: single dental with family coverage optional.
- 10 paid holidays, PTO accrual starting at 12 days' vacation and 12 days sick leave annually.
- 401K – Employer match of 2 to 1, up to 12% to your 6%.
- Long term disability and life insurance.

If you or someone you know is interested in this position, please send resume, cover letter, and three references to jobs@undaerospace.com by January 25th, 2024, to ensure full consideration.

Any questions or want further information, please contact jobs@undaerospace.com.

UNDAF is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, age, color, religion, gender, gender identity, sexual orientation, national origin, disability, protected Veteran status, or any other protected category under applicable state/federal law.