

United States Jobs Expertini®

School of Aeronautics | Student Dispatcher

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Company: Liberty University

Location: Lynchburg

Category: other-general

As part of the Liberty University School of Aeronautics (LUSOA) team, Student Dispatchers work inside the Integrated Operations Center at the Lynchburg airport to facilitate course flight activities. Student Dispatchers will have a primarily office-centric work environment, but at times can expect to be outside for short durations. Successful applicants will serve with a positive manner and exemplify Christian workplace values. Essential Functions and Responsibilities

1. Utilizing company computers and software to check-in, ramp-out, and ramp-in training activities.
2. Assisting Instructor Pilots with editing their scheduled lessons.
3. Communicating via radio with aircraft crews and the Lynchburg Airport Line Department.
4. Reviewing aircraft documents to ensure compliance with maintenance deadlines and regulatory requirements.
5. Exercising quality teamwork by informing co-workers of any changes or concerns that may affect operations.
6. Answering and appropriately responding to phone calls.
7. Handing needed materials to crews leaving for flights.
8. Recovering materials from returning crews.
9. Stocking flight materials.
10. Monitoring LUSOA aircraft that are in-flight.
11. Maintaining awareness of current weather and operational conditions.
12. Resolving crew issues, whether in the air or on the ground.
13. Locking and properly securing aircraft.

Qualifications, Credentials, and Competencies

Minimum Qualifications:

1. Eligibility for Federal Work Study.
2. Eligibility for a TSA-approved airport badge.
3. Basic computer skills.
4. English proficiency.

Preferred Qualifications:

1. Private pilot's certificate.
2. Personal vehicle.
3. Previous customer service experience.
4. Previous airport environment experience.
5. Current Liberty University School of Aeronautics student (though all majors welcome).
6. Familiarization with ETA, Microsoft Teams, Microsoft Outlook, and flight- and

weather-tracking software. 7. Knowledge of business telephone etiquette. 8. Intermediate or advanced computer skills.

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