Definition of Class
This is a professional position in which the incumbent conducts and assists in all flight and maintenance operations utilizing the University aircraft. Incumbents in this position may perform ‘on call’ duties where the incumbent is expected to respond to calls after normal work hours in a timely manner.

Examples of Work Performed
Conducts and assists in the operation of University aircraft in compliance with federal and state regulations.

Assists in maintenance of University aircraft.

Prepares and assists in the preparation of all paperwork required by FAA and University for flight operations.

Assists in scheduling of aircraft.

Maintains instrument charts & maps, aircraft log books, and maintenance records as required for safe flight operations.

Assists in administrative responsibilities as needed.

Assists in cleaning of aircraft and hanger.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Conducts flight and maintains operations utilizing the University aircraft.

2. Assists in the preparation and maintenance of all required documentation and paperwork.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

Physical Requirements: These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

Physical Exertion: The incumbent may be required to lift up to approximately 50 pounds.

Vision: Requirements of this job include close and distant vision.
Speaking/Hearing: Ability to give and receive information through speaking and listening.

Motor Coordination: While performing the duties of this job, the incumbent is frequently required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to climb or balance.

Experience/Educational Requirements:

Education:
High School Diploma or equivalent (GED).

AND

Experience:
Five (5) years of experience related to the above described duties.

AND

Certification:
Incumbent must possess a valid Airline Transportation License.
Must possess an FAA First Class Medical Certificate and maintain annual certification.

AND

Special Qualifications:
Pilots must meet or exceed the following insurance requirements:

- 5000 Hours PIC Minimum
- 3000 Hours PIC Multi Engine
- 2500 Hours PIC Turbine Multi Engine
- Citation 500 Series Type Rating With Current PPE
- 500 Hours PIC Cessna Citation
- Must pass check ride with UM Chief Pilot initially and every 6 months thereafter.
- Must obtain and maintain PRO CARD status with simulator based training facility as prescribed by the insurance company and the Chief Pilot.

Interview Requirements
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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