



Vacancy Announcement

DATE: October 7, 2016

TO: All Qualified Applicants

FROM: Human Resources

RE: Manager, Flight Operations Training

CLOSING DATE: Open Until Filled

This is a recruitment for a Manager of Flight Operations Training. This position will report to the Director of Operations. This position will be located in Anchorage, AK. This is a full time, benefit-eligible position with schedule to be determined.

This position will be responsible for coordination, development and implementation of the Flight Operations Training Program (FOTP) and is responsible to the Chief Pilot (CP), Director of Inflight Services (DIS), and the Manager of Dispatch (MD).

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent required
- Bachelors or Associates degree in aviation or related fields preferred
- 2 years previous commercial or military aircraft flight and/or ground instruction experience required
- Previous experience with formal instructional systems
- Previous experience with learning management systems preferred
- Previous pilot and instructor experience preferred
- Basic knowledge and understanding of Air Traffic Control procedures, Federal Aviation Regulations, the Aeronautical Information Manual, meteorology and other aviation related subjects required
- Knowledge of Crew Resource Management (CRM) concepts required
- General knowledge of commercial aircraft system required
- Familiarity with theories of learning and teaching methods required
- Demonstrated computer skills utilizing word processing, presentation, and graphic software required
- Demonstrated writing and editing skills to develop training documents and manuals required
- Demonstrated classroom communications and instructing ability required
- Demonstrated ability to apply the most appropriate teaching methods to fit the situation required
- Demonstrated ability to work independently or as a team member for a group projects required

MINIMUM REQUIREMENTS:

1. Coordination with the CP to ensure standardization of the **pilot portion of the FOTP** with Company operating procedures.
2. Coordination with the DIS and MD to ensure standardization of the Flight Attendant and

Dispatcher portions of the FOTP with Company operating procedures.

3. Has ultimate Responsibility for maintaining pilot/flight attendant/dispatcher training records in accordance with the FARs. This authority may be delegated by the MFOT to the DIS and MD as appropriate for Flight Attendant and Dispatcher training records.
4. Responsible for scheduling all ground training, simulator and flight training events in accordance with the FOTP.
5. Coordination with the Director of Maintenance on developing training courseware and ensuring that all flight crews/dispatchers are trained accordingly whenever a new component is installed or removed from the airframe that will affect the operation of the aircraft
6. Develops periodic training projections based on estimates of crew staffing requirements. This will entail detailed discussions with the Chief Pilot.
7. Teaches general subjects, in coordination with the program manager, and delegates aircraft systems ground schools to qualified instructors as needed.
8. Responsible for developing and maintaining both Instructor-led and computer-based aircraft related ground training courseware, lesson plans, and instructor guidelines and related training materials for the Bombardier Dash 8 Q100 aircraft in accordance with training policies, procedures and regulatory guidance
9. Ensure adequate training facilities are available.
10. Other duties and responsibilities as assigned by the DO.

ALL INTERESTED INTERNAL APPLICANTS ARE ENCOURAGED TO SUBMIT A COMPLETED EMPLOYMENT APPLICATION TO Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK Fax 266-8401. NO PHONE CALLS PLEASE.

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