

Vacancy Announcement

DATE: October 31, 2018
TO: All Qualified Applicants
FROM: Human Resources
RE: Ground and Flight Training Device Instructor
LOCATION: Anchorage, Alaska
CLOSING DATE: Open Until Filled

This announcement is for a Ground and Flight Training Device (FTD) Instructor for Ravn Air Group. This position reports to the Director of Flight Operations Training for Ravn Alaska and is responsible for assisting in development and maintenance of training materials, in addition to instructing Dash 8 systems and/or general subjects initial and recurrent courses for pilots, flight attendants, and aircraft dispatchers. The successful candidate will have a valid FAA ground or flight instructor certificate, previous Part 121 experience, and excellent public speaking skills.

This is a non-exempt, full time, benefits-eligible position. Position typically works Monday through Friday in Anchorage, however overtime may be required as dictated by business and training needs.

Minimum Qualifications

- High School Diploma/GED required, some college preferred;
- Must have experience with instruction in aviation; FAA Ground Instructor or Flight Instructor license is highly preferred;
- Must have professional experience in airline flight operations, preferably Part 121 experience;
- Must have Dash 8 knowledge and experience, with a type rating preferred;
- Excellent written and oral communications skills are required;
- Requires public speaking ability, and effectiveness in conducting classroom instruction;
- Must be detail-oriented, have a high attention to accuracy, and a commitment to the highest quality of verbal and written presentation;
- Demonstrated computer proficiency in Microsoft Word and PowerPoint (Excel is a plus);

- Requires a strong safety awareness and the ability to adhere to Safety Management Systems (SMS);
- Able to pass a comprehensive background check;
- Comfortable working in an airport environment around odors and sounds typically associated with operating aircraft.

Duties & Responsibilities

- Provide support, facilitation, and instruction for ground training courses for pilots, flight attendants, and aircraft dispatchers;
- Instruct courses including basic indoctrination, general subjects, and aircraft systems, in both a classroom setting and utilizing the company Flight Training Device (FTD);
- Assist in development and maintenance of lesson plans, instructor guides, and curriculum for classroom and computer-based training;
- Ensures computer-based training program is appropriate, thorough, and adequate through trainee examination and evaluation;
- Perform administrative duties to include but not limited to administering and grading exams and producing accurate and complete rosters and training records;
- Coordinate with the Director of Flight Operations Training, Director of Flight Standards, Program Managers, and other company instructors to ensure standardized information;
- Promote the Company safety culture;
- Other duties as assigned and within the scope of this position.

ALL INTERESTED PERSONS ARE ENCOURAGED TO SUBMIT A CURRENT RESUME AND COMPLETED EMPLOYMENT APPLICATION TO RAVN AIR GROUP VIA EMAIL, FAX, OR BY MAIL:

Email: jobs@flyravn.com

Fax: (800) 616-5081

Mail: Ravn Air Group, Human Resources, 4700 Old International Airport Road, Anchorage, AK

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