

## **Vacancy Announcement**

**DATE:** January 2, 2019  
**TO:** All Qualified Applicants  
**FROM:** Human Resources  
**RE:** Ground and Simulator Instructor  
**LOCATION:** Anchorage, Alaska  
**CLOSING DATE:** Open Until Filled

**This announcement is for a Ground and Simulator Instructor with Ravn Air Group. This position reports to the Director of Training for Ravn Connect and is responsible for assisting in the development, maintenance, and instruction of training materials for four aircraft types. The successful candidate will have an instructional background, flying experience in Alaska, and excellent communication skills.**

**This is a non-exempt, full time, benefits-eligible position. Position is typically Monday through Friday, however overtime and weekends will be required as dictated by the needs of the organization.**

### **Minimum Qualifications**

- High School Diploma or GED required;
- Requires FAA Ground or Flight Instructor certificate, or experience in aviation instruction;
- Experience in aviation, preferably part 135 experience;
- Excellent written and oral communications skills;
- Public speaking ability, and effectiveness in conducting classroom instruction;
- Detail-oriented, attention to accuracy, and commitment to the highest quality of verbal and written presentation;
- Demonstrated computer proficiency in Word and PowerPoint (Excel is a plus);
- Knowledge of and experience with the following aircraft is highly preferred: Cessna 207, Cessna 208, Piper Chieftain, and Beech 1900;
- 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;

- \*\*\*DOT Regulation, 14 CFR Part 120 Subpart E 120.105-120.109 identifies this position as performing safety sensitive functions. Prior to any offer of employment or transfer into this position you will be required to submit to a DOT Pre-employment drug test for evidence of Marijuana, Cocaine, Opiates, Phencyclidine (PCP), and Amphetamines or a metabolite of those drugs\*\*\*

### **Duties & Responsibilities**

- Provides support, facilitation, and instruction for ground training courses for pilots;
- Instructs courses including basic indoctrination, general subjects, and aircraft systems, in both a classroom setting and utilizing the company Flight Training Device (FTD);
- Assists 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;
- Performs administrative duties to include but not limited to administering and grading exams, and producing accurate and complete rosters and training records;
- Coordinates with other training personnel to ensure standardized information;
- Promote the Company safety culture; reporting all service irregularities immediately to supervisor;
- 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](mailto:jobs@flyravn.com)**

**Fax: (800) 616-5081**

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

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