

| JOB TITLE:               | DISPATCH                                                                                                                                                                                                                                                                                                                                       |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Department:              | Aviation                                                                                                                                                                                                                                                                                                                                       |
| Location:                | Babka Flight Center                                                                                                                                                                                                                                                                                                                            |
| Supervisor Name:         | Candace Dalsing                                                                                                                                                                                                                                                                                                                                |
| Supervisor Phone Number: | 563.589.3820                                                                                                                                                                                                                                                                                                                                   |
| Supervisor Email:        | cdalsing@dbq.edu                                                                                                                                                                                                                                                                                                                               |
| Job Responsibilities:    | <ul style="list-style-type: none"><li>• Dispatch and recover Aircraft and Simulator binders</li><li>• Enter Squawks and Aircraft meter time accurately</li><li>• Inventory aircraft binders</li><li>• Familiar with Outlook, Word and Excel</li><li>• Assisting with scheduling, and scanning documents</li><li>• Duties as assigned</li></ul> |