

JOB TITLE:	DISPATCH
Department:	Aviation Dispatch and Operations Assistant
Location:	Ed Babka Aviation Learning Center at the Dubuque Regional Airport
Supervisor Name:	Matthew Kilburg and Candace Dalsing
Supervisor Phone Number:	563.589.3824 & 563.589.3820
Supervisor Email:	mkilburg@dbq.edu & CDalsing@dbq.edu
Duties and Responsibilities:	• Assist the Dispatch Supervisor and dispatch staff in managing tasks related to the scheduling and dispatching of aircraft, simulators, as well as other dispatch operations-related responsibilities • Launch and recover aircraft • Communicate with students, flight instructors, and other operations staff on scheduling and dispatch needs and coordinate all related activities. • Assist with the coordination of maintenance-related activities and squawking of aircraft with the aviation maintenance staff • Wing watch and assist with pushing and pulling aircraft in and out of hangars. • Perform other duties as assigned in support of the University's Mission.
Classification	None
Purpose or Role within the Organization:	Supports the Aviation Department through a variety of tasks and duties.
Rate of Pay:	TBD
General Qualifications:	• Must be enrolled at least half-time • Basic computer skills • Ability to effectively communicate
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None