



Job Title: Flight Dispatcher – Part Time

The primary responsibility for the USATS Flight School Dispatcher is the execution of the day-to-day flight schedule for our pilots. Our dispatchers keep track of aircrews departing and returning, as well as coordinating aircraft maintenance issues and student invoicing. The Flight School Dispatcher is the hub of our flight school.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Complete, accurate and timely scheduling and dispatching of flight instructors, students, simulators, and aircraft to ensure our flight schedule is efficiently executed.
- Collect and accurately record data from flight activities to ensure proper billing and to facilitate scheduling of fleet maintenance daily.
- Provide a high level of customer satisfaction and maintain a department image appropriate to USATS as the leader in Aviation Training.
- Greeting customers and answering phones
- Communicate effectively with customers, students, and instructors
- Coordinate with our mechanics when aircraft maintenance issues are written up
- Coordinate refueling of aircraft
- Utilize computer program to create invoices for students after every ground, flight, or simulator event
- Maintain Student Store
- Perform other duties as assigned

Minimum Qualifications (Knowledge, Skills, and Abilities)

- High School Diploma/GED or equivalent experience
- Previous experience as a flight dispatcher is a plus
- General computer literacy
- Must be a self-starter with excellent interpersonal and communication skills with a talent for customer service
- Must be efficient with strong attention to detail; ability to prioritize tasks
- Must be able to think clearly under pressure
- Must have strong skills in organization and planning; demonstrated ability to work independently and exercise sound judgment and problem solving