

### Assistant Chief Flight Instructor

Northwestern Michigan College seeks Assistant Flight Instructor to: Conduct flight instruction; Collaborate with ground school instructional staff on matters of curriculum, student advising and development, as well as with associated activities of the flight program. Complete and supervise completion of Federal Aviation Administration and Northwestern Michigan College maintenance of required student records. Assist in recruiting and training certified flight instructors. Implement and evaluate standardized instructional practices. Perform stage checks per Syllabi, identify student strengths and weaknesses, and submit required documents indicating lessons are complete. Assist in completing all required Federal Aviation Administration (FAA) 141 stage checks and currency checks. Notify Chief Flight Instructor or Director of any situations or conditions that compromise the safety of students or staff. Test safety systems. Support the creation of standards manuals, periodic instructor standardization rides, and exploration of new instructional techniques. Coordinate and support Transportation Security Administration (TSA) compliance. Make decisions concerning special situations if Director or Chief Flight Instructor are unable to do so. Support the marketing and recruitment plan – including fleet, simulators, related instructional equipment, student recruitment. Assist Maintenance staff and Flight staff in discrepancy notification and problem solving with aircraft issues.

Requires a Bachelor's degree (or foreign educational equivalent) in Aviation, Aerospace Engineering Technology, or closely related field and 3 years' experience as a Flight Instructor. Also requires: Federal Aviation Administration (FAA) Private, Instrument & Commercial certificates. FAA flight Instructor certification (held for at least 2 years) and Instrument Flight Instructor certification or alternatively the military or international equivalent and ability to convert those to FAA licenses. 1000 hours Pilot in Command (PIC); 750 hours dual given instruction; 50 hours of actual or simulated Instrument Meteorological Conditions (IMC); FAA Airman Certification Record with no history of violations or certificate/license suspension; either FAA 1st, 2nd, or 3rd Class Medical; Valid U.S. Driver's License. Pre-employment processing requires passing background checks. Full-Time position located at Northwestern Michigan College in Traverse City, Michigan. To apply, email resume to [hr@nmc.edu](mailto:hr@nmc.edu).