

**NOTICE OF FILING OF APPLICATION FOR PERMANENT EMPLOYMENT CERTIFICATION UNDER  
THE U.S. DEPARTMENT OF LABOR'S PERMANENT LABOR CERTIFICATION PROGRAM**

Date Posted: \_\_\_\_\_

Assistant Chief Flight Instructor

Northwestern Michigan College, located at 1701 E Front St., Traverse City, Michigan, 49686, seeks Assistant Chief 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.

Assisting in the creation & updating of standardization manuals; detailing operational procedures for aircraft maneuvers & protocols; & ensuring that the procedures for obtaining pilot certificates & ratings are clearly outlined & adhere to FAA Part 141 regulations. Administering initial standardization flights for newly hired flight instructors; familiarizing them with the standard operating procedures, practices, & protocols of the training environment; & conducting annual standardization flights to ensure ongoing adherence to established standards. Engaging in continuous professional development through on-campus activities & aviation webinars focused on enhancing instructional techniques & collaborating with fellow instructors to improve communication strategies between aviation instructors & students. Maintaining & verifying identification documentation for instructors & students initiating training within the aviation department; ensuring that all students participating in initial pilot training, instrument ratings, or multiengine training meet TSA eligibility requirements; & ensuring flight school employees complete initial Flight School Security Awareness Training within 60 days of hire, with refresher courses every two years.

Assists in overseeing program safety, flight syllabi development, training standardization, certified flight instructors, performs stage checks, student & instructor scheduling, & related aspects of flight training for Northwestern Michigan College's Aviation Program. Coordinate with TSA inspectors & records for proper identification documentation to determine eligibility to begin flight training. Make sure instructors & students have the proper identification & each student's training file is ready for

inspection during any TSA inspections. Regularly verify that each flight instructor's file is up to date with documentation of proficiency checks, aviation medical certificates, pilot & instructor certification records for annual government inspections. Routinely conduct annual flight training checks with staff flight instructors in the training aircraft to ensure flight instructors are adhering to departmental standardization procedures & practices. Coach & counsel students & flight instructors with the use of modern electronic technology to enhance advance navigation & aviation weather preflight activities.

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 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> 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. Rate of pay is \$82,020 per year. To apply, email resume to [hr@nmc.edu](mailto:hr@nmc.edu).

Location where notice was posted: \_\_\_\_\_, a conspicuous location at Northwestern Michigan College, 1701 E Front St., Traverse City, Michigan, 49686 and remained unobstructed for the entire posting period.

Date Removed: \_\_\_\_\_

Signed: \_\_\_\_\_

Name and title of person that posted the notice: \_\_\_\_\_

This notice is being provided as a result of the filing of applications for permanent alien labor certification for this job opportunity. Any person may provide documentary evidence bearing on the application to the certifying officer of the U.S. Department of Labor, Employment and Training Administration, Office of Foreign Labor Certification, 200 Constitution Avenue NW, Room N-5311, Washington, DC 20210.