

JOB TITLE:	SHUTTLE AND DISPATCH
Department:	Aviation
Location:	Ed Babka Aviation Learning Center at the Dubuque Regional Airport
Supervisor Name:	Dan Holcomb
Supervisor Phone Number:	N/A
Supervisor Email:	dholcomb@dbq.edu
Duties and Responsibilities:	<ul style="list-style-type: none"> • Driving the van to and from airport • Launch and recover aircraft • Assisting with scheduling flight blocks • Equipment and facility cleaning duties • Stocking • Errands on campus • Various other duties as required seasonally
Classification	None
Purpose or Role within the Organization:	Supports the Aviation Department through a variety of tasks and duties.
Rate of Pay:	Minimum Wage
General Qualifications:	<ul style="list-style-type: none"> • Must be enrolled at least half-time • Must have a valid driver's license
Length of Employment:	Beginning of the fall semester to the end of the spring semester.
Evaluation Procedures & Schedules:	None