

JOB TITLE:	DISPATCH
Department:	Aviation
Location:	Babka Flight Center
Supervisor Name:	Candace Dalsing
Supervisor Phone Number:	563.589.3820
Supervisor Email:	cdalsing@dbq.edu
Job Responsibilities:	<ul style="list-style-type: none">• Dispatch and recover aircraft binders• Enter Squawks and flight time accurately• Inventory binders and enter priorities• Alphabetize TCO's• Assisting with scheduling flights• Duties as assigned