

JOB TITLE: SHUTTLE AND DISPATCH	
Department:	Aviation
Location:	Ed Babka Aviation Learning Center at the Dubuque Regional Airport
Supervisor Name:	Candace Dalsing
Supervisor Phone Number:	563.589.3820
Supervisor Email:	CDalsing@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