



## **Records Assistant**

**Location:** Murfreesboro, TN

**Job Type:** Part-Time Temporary. Must have open availability two (2) weeks prior until two (2) weeks after the beginning of each semester. Some weekend availability required. Hours vary by week on an as-needed basis and are aligned to meet the needs of the flight school.

### **Job Title**

Records Assistant

### **Department**

Aerospace

### **Job Summary/Basic Function**

Under the direct supervision of the Assistant Records Manager, assists in generating new student folders, auditing existing student folders, updating student records, processing checkride paperwork, and stamping graduation certificates. Also assists in maintaining flight instructor records to include generating new folders and verifying current certificates, medicals, and checkout forms are on file. Prepares records for offsite long-term storage. Routinely checks and responds to professional email. Other duties and special projects as assigned.

### **Required Education**

High school diploma or GED and a minimum of 60 credits toward a bachelor's in aviation management, professional pilot, or related aviation degree.

### **Required Certifications**

Airplane Single-Engine Land Commercial Pilot Certificate and Certified Flight Instructor Certificate



## Required Related Skills and Experience

Strong personal computer skills with experience in Microsoft Office Suite

Strong attention to detail

## Desirable Certifications and Experience

Experience using Flight Schedule Pro strongly preferred

At least one (1) year experience working in an FAA Part 141 flight training program

One (1) year experience as a file clerk

One (1) year experience working in MTSU Ground Operations

## Documents Needed to Apply

To apply, send resume and cover letter to [courtney.cops@mtsu.edu](mailto:courtney.cops@mtsu.edu).

MTSU is an equal opportunity, affirmative action employer that values diversity in all its forms. Women, minorities, individuals with disabilities and protected veterans are encouraged to apply.

Proof of U.S. citizenship or eligibility for U.S. employment will be required prior to employment (Immigration Control Act of 1986). Clery Act crime statistics for MTSU available at <http://www.mtsu.edu/police/docs/2020AnnualSecurityReport.pdf> or by contacting MTSU Public Safety at (615) 898-2424.

MTSU is a Tobacco & Drug Free campus.

**For individuals requiring a reasonable accommodation to apply:** In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with MTSU, please call 615-898-2929 or email [emp@mtsu.edu](mailto:emp@mtsu.edu).