

Henderson State University
School of Business - Department of Aviation

Aircraft Maintenance Coordinator

- POSITION:** Aircraft Maintenance Coordinator. Position available June 17, 2019.
- JOB DESCRIPTION:** Maintains, and returns to service, aircraft and associated support equipment owned, operated, and/or leased by Henderson State University. Procures, maintains and stores an inventory of parts, supplies, and common hardware items as required for efficient operation of the university's aircraft maintenance facility. Performs scheduled and non-scheduled maintenance on owned, operated and/or leased aircraft, to include compliance with Airworthiness Directives, Service Letters and Bulletins, and other required maintenance. Maintains aircraft logbooks, FAA Form 337's, and other documentation as required by the Federal Aviation Administration. Maintains working relationship with Federal Aviation Administration inspectors and other personal as necessary. Procures, organizes and maintains a library of maintenance manuals and documentation as necessary for performance of maintenance function. Reports to the Director of Aviation. Coordinates with Chief Flight Instructor to set maintenance priorities and schedules. Performs other duties as assigned.
- QUALIFICATIONS:** Holds current Federal Aviation Administration Aviation Maintenance Technician Certificate with Airframe and Powerplant Ratings, and an Inspection Authorization, with a minimum of 10 years aircraft maintenance experience. Provides common hand tools and tool chest necessary for aircraft maintenance.
- SALARY:** Commensurate with education and experience. Benefits include university supplemented health insurance and TIAA-CREF.
- UNIVERSITY:** Henderson is located in Arkadelphia, AR, a charming, family-centered community of 11,000 residents situated one hour south of Little Rock. Nestled in the foothills of the Ouachita Mountains, the community is home to two universities, a strong public school system, a thriving medical community, two recreational rivers, the iconic Lake DeGray, and is approximately 30 miles from historic Hot Springs National Park, one of the great American treasures. Please visit www.hsu.edu, www.arkadelphiaalliance.com, or www.arkadelphiaschools.org for more information about Henderson State and our community.
- APPLICATION:** Applicants should provide a complete resume, (including cover letter), three letters of recommendation, copies of FAA certificates and ratings, and unofficial transcripts in PDF format by email to:
- Troy Hogue
Search Committee Chair
[hoguet@hsu.edu](mailto:hogue@hsu.edu)

Review of applications will begin immediately and will continue until filled. The final applicant for this position will be required to submit to a background screening including criminal background check and substance abuse testing, pursuant to university policy. The applicant will also be required to provide official transcripts.