



POSITION DESCRIPTION

Position Title: Project Manager / Flight Instructor	Department: Operations
Reports To: Director of Operations	Supervisory: No
Employment Type: Full-Time	Salary: Negotiated
Date: TBD	Location: Within an hour from PHX (Arizona)

Position Purpose:

This multi-faceted teaching position delivers USI training programs nationwide through in-person and virtual flight training on various uncrewed aircraft. Additionally, this position manages day-to-day flight activities at one of USI's training sites.

Primary Responsibilities and Duties:

- Conduct flight instruction, both in person and via simulator, on VTOL and fixed-wing uncrewed aircraft.
- Manage the student learning and certification testing process.
- Support the Director of Operations with scheduling and logistics for USI training.
- Support the Director of Operations and Project Managers with ongoing contracts.
- Serve as onsite USI representative at training sites.
- Interact with customer personnel to achieve learning objectives and contract requirements.
- Support coursework/curriculum development.
- Provide support to product development, sales, and business development teams.
- Assist with managing client relationship expectations and enhance opportunities for the growth of existing business.
- Support the development of and tracking of training framework updates.
- Assist with the security, tracking, and maintenance of USI equipment with USI compliance software.
- Remain current on the UAS regulatory environment and development of the uncrewed aircraft industry.
- Remain current on USI products and services.
- When appropriate, serve as flight operations Site Safety Manager, assuring people in and around UAS operations are adequately outfitted with Personal Protective Equipment and that operations are conducted safely.
- Other duties as assigned



USI, Inc.

Qualifications:

- Bachelor's degree (preferred)
 - An FAA Remote Pilot Certificate with a Small UAS rating is required.
 - FAA Private Pilot Certificate is required; instrument rating is preferred.
 - Successful completion of USI training and certification programs (within 90 days of hire).
 - Working knowledge of Microsoft Office programs
 - Excellent organizational skills
 - Desire for excellence in all aspects of work
 - Ability to manage multiple projects/time to accomplish the required tasks
 - Self-motivated, ability to work independently with minimal supervision
 - Ability to anticipate requirements and act proactively to support project requirements
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Physical Requirements/Work Environment:

- The employee's primary work site will be within an hour of PHX (Arizona).
 - Travel to customer locations to provide training may be required (all travel costs reimbursed).
 - The position requires work in office/classroom environments and outdoors for flight training in different weather conditions.
 - Must be able to hear well and speak clearly.
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Intent and Function of Position Descriptions

Position descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed position descriptions are an integral part of an effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

Position descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.