JOB DESCRIPTION
The UNIVERSITY of OKLAHOMA

Air Traffic Control Lab Tech

Job Code: 8204

Salary Grade: S09

FLSA Status: Exempt

Job Family: Aviation

The following statements are designed to outline the general functions and typical responsibility levels associated with positions in this classification. They are not intended to serve as an exhaustive list of specific duties or requirements for individual positions assigned to this classification.

Job Responsibilities

This position is primarily focused on assisting with the operation and execution of the ATC (Air Traffic Control) Simulation Labs, where the individual will serve as a pseudo pilot and also provide technical support in air traffic control training simulations. The role is similar to Certified Flight Instructors (CFI) by offering guidance to students in simulation environments and assisting with related lab activities. Additionally, this position will support classroom instruction and other events held by the department.

- Operates as a pseudo pilot during air traffic control simulation exercises.
- Assists students with hands-on learning experiences in the ATC Simulation Labs.
- Provides real-time feedback and guidance to students in both individual and group settings.
- Assists in managing lab activities, ensuring smooth operation of simulation systems.
- Supports students in learning and applying the procedures, practices, and protocols used in air traffic control operations.
- Assists with classroom instruction, including briefing students on topics related to air traffic control.
- Supports instructors with course material preparation, presentations, and administrative tasks.
- Engages with students during lessons to help clarify concepts and foster learning.
- Participates in student evaluations and assessments under the guidance of instructors.
- Conducts troubleshooting and problem solving with the ATC simulator vendors.
- Assists in organizing and executing special events, including guided tours within the Aviation Department.
- Ensures compliance with safety policies and procedures this includes promptly reporting incidents and near misses to supervisor.
- Maintains the appearance of the lab, develop and build simulator scenarios, and prepare flight progress strips.
- Performs other duties or special initiatives as assigned to successfully fulfill the function of the position.

Minimum Requirements

Education:

Required: High School diploma or GED.

Experience:

Required: One year of experience as a Remote Pilot Operator at the FAA Academy, or in an FAA Air Traffic Control facility, or in an FAA approved AT-CTI school with high fidelity simulation. One year of experience as an ATC Pseudo Pilot.

Required Certifications or Licenses:

- None

Verification of education and licensure (if applicable) will be required if selected for hire.

Knowledge, Skills, and Abilities

- Ability to follow safety rules and promote safe behavior
- Excellent verbal and written communication skills
- Excellent time management skills with a proven ability to meet deadlines
- Strong analytical and problem-solving skills
- Ability to function well in a high-paced and at times stressful environment
- Proficient with Microsoft Office Suite or related software
- Ability to follow lesson plan material
- Ability to speak clearly in a classroom lecture environment
- Ability to work in a team-teaching environment
- Ability to work with Information Technologies (IT) professionals in troubleshooting ATC Simulation equipment

Working Conditions

Physical:
Prolonged periods of sitting. Ability to lift and carry equipment, such as computer terminals, monitors, or other training materials.

Environmental:
Work primarily in an aviation training environment. Working indoors and outdoors. Works with or around machinery with moving parts. Ability to work flexible hours, such as evening hours and occasional weekends.

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