



**USI, Inc.**

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## POSITION DESCRIPTION

**Position Title:** Program Manager / Flight Instructor

**Department:** Operations

**Reports To:** Vice President of Operations

**Supervisory:** No

**Employment Type:** Full-Time

**Compensation:** Base plus bonus

**Date:** Immediate

**Location:** Harrisburg, PA

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### **Position Purpose:**

This multi-faceted position exists to initiate, grow and create an on-going successful outcome for Harrisburg Area Community College and its staff and students. The position requires proactive and excellent Program management, combined with high level verbal and written communication skills, strategic planning and tactical execution, day-to-day involvement with the complete product delivery cycle, and the ability to coordinate with internal and external participants who all play a role in the overall Program success. This individual will provide their undivided attention to the overall success of the Program and will be expected to solve problems as needed and provide insightful suggestions on improving and growing the Program in such a way that it meets and/or exceeds goals and objectives mutually set by USI and Harrisburg Area Community College.

The Agreement and mutually agreed to Plan between USI and Harrisburg Area Community College together are referred to as the "Program".

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### **Primary Responsibilities and Duties:**

- Overall Program Management of the fully executed Agreement between USI and Harrisburg Area Community College
- Developing and implementing work plans that are designed to meet and exceed goals objectives agreed to between USI and Harrisburg Area Community College
- Understand and comply with any requirements applicable to Harrisburg Area Community College and this position as an on-site Program Manager.
- Assisting Harrisburg Area Community College, in a lead capacity, with standing up their Drone offering(s), including but not limited to:
  - Identify classroom instructor(s)
  - Recruiting students (at the college and within the High School/CTE network served by Harrisburg Area Community College)
  - Identify and resolve any day-to-day issues within the policies and procedures of Harrisburg Area Community College and USI
  - Identification, management and operation of UAS assets and technology as required by the Program
- Understanding the relationship between Harrisburg Area Community College and their local community, and work with feeder schools and workforce development programs to get out the word and generate interest and participation in the Program.



## USI, Inc.

- Lead, manage, and instruct Mission Planning and Flight Operations consistent with USI defined Standard Operating Procedures focused on safe and efficient operations.
- Develop business relationships with the people in the Carrollton, GA area who are involved with commercial, academic, public service, or other related drone operations.
- Planning and executing Drone events to generate interest in the Program.
- Identify and develop relationships with the Dallas and larger Pennsylvania marketplace for job placement opportunities for successful students.
- Obtain and maintain your USI Certified Instructor (UCI) status for all applicable programs.
- Conduct in classroom and/or virtual instruction as needed.
- Conduct flight instruction, both in person and via simulator, on any aircraft involved with the Program.
- Ensure that all USI 3<sup>rd</sup> party providers of services (LMS, simulation, testing, certifications, etc.) are operational as needed and operating in compliance with USI and Harrisburg Area Community College requirements.
- Manage the student learning and certification testing process.
- Interact with customer personnel to achieve learning objectives and contract requirements.
- Support coursework/curriculum development as needed and in conjunction with USI Product Development team.
- Provide support for product development, sales, and business development teams as needed.
- Support the development of and tracking of training framework updates.
- Manage the security, tracking, and maintenance of USI and/or Harrisburg Area Community College equipment with USI compliance software.
- Remain current on the UAS regulatory environment and development of the uncrewed aircraft industry.
- Remain current on all USI products and services.
- 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.
- Comply with USI and Harrisburg Area Community College Data Privacy, Cyber Security and any other applicable policies and procedures.
- Other duties as assigned by Supervisor or other USI executive team members

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## 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 and other company required software programs.
- Excellent organizational and project management 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



### **Physical Requirements/Work Environment/Dedicated Service:**

- The employee's primary work site will be in Harrisburg, PA.
- Travel throughout the country will be required.
- The position will require the employee to work in numerous locations, which could include employee's home, on the campus of Harrisburg Area Community College, approved flight line locations, and occasional temporary locations while doing work or promotions related to the Program.
- This is a full-time position, and the employee will dedicate his or her work hours and time to the Company. Employee will have no other businesses or jobs that potentially compete with USI or the time in which the Employee will need to perform his or her job for USI.
- Must be able to hear well, speak loudly and clearly and have no physical limitations that would inhibit the ability to operate and fly a drone of any size or type.

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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.*