



Instructional Assistant– Aircraft Maintenance Engineering Program

Location: Gander Campus

Job Opening ID: 9843

Temporary, Full-Time

Commencing: As soon as possible until December 20, 2018

Deadline to Apply: November 01, 2018

PUBLIC POSTING

Job Information – Instructional Assistant

DUTIES: You will be part of the team providing instruction to students enrolled in the Aircraft Maintenance Engineering and Aircraft Structural Repair programs. The primary assignment will be to operate the aircraft stores supplying parts and tools to the shops and hangar while ensuring all equipment and materials are maintained to the highest standards of operation. You will be responsible for ensuring an adequate level of supplies, parts, and tools are on hand and available to the instructors and students as required by arranging the purchase and distribution of these items. It will also be your responsibility to maintain the technical library located in the hangar.

QUALIFICATIONS: Candidates must possess a thorough knowledge of stores procedures and inventory control as it relates to the aircraft maintenance engineering discipline and particularly as it relates to parts and tools used in the trade supplemented with strong oral and written communication skills, analytical and organizational abilities, as well as the ability to work effectively as a team member. The required knowledge and skills would have been acquired through completion of recent relevant industry experience handling aircraft parts or working in an aircraft stores environment. Experience with the government purchasing regulations and the PeopleSoft requisitioning system would be considered an asset. Other combinations of experience and education may be considered, including an Aircraft Maintenance Engineer's License and experience in an Aircraft Industrial Warehousing environment.

SALARY: Commensurate with qualifications and experience in accordance with the College of the North Atlantic Faculty Collective Agreement.

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply on line complete with resume at www.cna.nl.ca. Names of three professional references will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Iris Phillips, Human Resources Consultant at iris.phillips@cna.nl.ca or by phone at (709) 466-0254.