



SIA VICE PRESIDENT JOB DESCRIPTION

The SIA Vice President is a fast paced, dynamic position that requires strong leadership and a high level of skill and initiative. This individual will serve on the SIA Executive Council under the direction of the SIA President and must be adaptable to a changing environment, proactive in problem solving, energetic, creative and a self-starter. This is a Full-Time Ground position with various travel assignments.

APPLICANT INSTRUCTIONS:

DEADLINE- Submit the following no later than Monday, May 22nd at 0900 MT Letter of Intent via [SkyWest Online email message](#) to SIA President, Jenny Nicolay
Resume via personal email to jnicolay@oursia.org

Interviews will be conducted in person by the SIA Board in MSP on June 7th and/or June 8th. Those invited to interview are responsible for shift coverage and travel arrangements

Overview of Essential Skills

- Strong leadership
- Professional
- Strong emphasis on confidentiality
- Unbiased
- Approachable and able to work with a diverse group of people
- Excellent verbal and written communication skills - Emphasis on editing, detail and accuracy
- Self-starter and problem solver
- Team player, but also able to work independently
- Working knowledge of Flight Attendant and Company Policies
- Research oriented and proposal development
- Computer skills – Microsoft Office (Word, Outlook, Excel, Publisher, Power Point)
- Organizational skills with strong attention to detail
- Ability to prioritize and handle multiple work assignments
- Willingness to learn new skills

Administrative Responsibilities

Including but not limited to the following:

- Flight Attendant contact (telephone and email)
- Attend meetings as directed by the SIA President
- Provide direction and guidance to new Board Members
- Assist with maintaining all SIA records
- Set up Rep elections, Surveys and Pay Packages
- Draft and edit necessary communication
- Updating Internal Support Materials
- Willing to non-rev to meetings
- Other duties as directed by the SIA President