

**STATE OF WEST VIRGINIA
WEST VIRGINIA MILITARY AUTHORITY
1703 COONSKIN DRIVE
CHARLESTON, WV 25311-1085
POSITION VACANCY ANNOUNCEMENT
ANNOUNCEMENT NUMBER: **ML260218****

OPEN DATE: **18 February 2026** **CLOSE DATE:** **13 March 2026**

LOCATION: WVANG, Charleston

JOB TITLE: MA Admin/Operations Manager 3

WORKING TITLE: Student Flight Program Coordinator

SALARY RANGE: \$20.00 per hour

HOW TO APPLY: Anyone interested in applying for this position must submit a **completed West Virginia Military Authority Employment Application form and resume** to West Virginia Military Authority, 1703 Coonskin Drive, Charleston, WV 25311- 1085 or email to ng.wv.wvarng.list.ma-hro@army.mil. **All Applications must be received by closing date.** Applications may be obtained from the West Virginia Military Authority Web site at <https://militaryauthority.wv.gov/Forms/Pages/default.aspx>

NATURE AND SCOPE OF WORK

The Student Flight Program Coordinator is a critical leadership role responsible for the mentorship, training, and administration of new, non-prior service enlistees for 130 Airlift Wing Air National Guard. The primary mission of this position is to prepare these future Airmen for the rigors of Basic Military Training (BMT) and to ease their transition from civilian to military life.

This role is essential for instilling the Air Force's core values and ensuring the next generation of Guardsmen is set up for success.

EXAMPLES OF WORK

The coordinator will manage and execute the Student Flight curriculum during regularly scheduled unit training assemblies.

Key duties include:

Specific Duties

Instruction & Training:

- Develop and lead a structured curriculum covering essential military knowledge, including Air Force history, rank structure, customs and courtesies, and the Airman's Creed.
- Conduct drill and ceremony (marching) practice to instill discipline and attention to detail.
- Provide hands-on instruction on topics such as uniform standards, dress and appearance.

Physical Fitness:

- Plan and lead group physical training (PT) sessions designed to prepare students for BMT fitness standards.
- Monitor and track the physical readiness of each student, providing tailored guidance to those needing improvement.

Mentorship & Leadership:

- Serve as the primary mentor and role model for all members of the student flight.

Administrative Oversight:

- Assist the Wing and Squadrons in tracking the completion of administrative requirements for each student, such as security clearances, medical paperwork, and other in-processing tasks.
- Serve as the liaison between the recruiting office, the student, and their future unit supervisors.

Reporting:

- Provide regular updates on the flight's progress and any student issues to unit leadership.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have served honorably in the Air National Guard.
- Retired in any grade.
- Proven leadership and supervisory experience is required.
- Expert knowledge of Air Force standards, especially AFI 36-2903, Dress and Personal Appearance.
- Exceptional communication, organizational, and interpersonal skills.- Ability to motivate and inspire a diverse group of individuals.

MINIMUM QUALIFICATIONS:

- Must have served honorably in the Air National Guard.
- Retired in any grade.
- Proven leadership and supervisory experience is required.
- Expert knowledge of Air Force standards, especially AFI 36-2903, Dress and Personal Appearance.
- Exceptional communication, organizational, and interpersonal skills.- Ability to motivate and inspire a diverse group of individuals.

SPECIAL REQUIREMENTS:

This is a traditional, part-time National Guard position. The expected commitment is:

- One weekend per month (Unit Training Assembly).
- Additional days may be required to prepare for UTA or follow up reporting.

Murray "Gene" Holt II

Director, West Virginia Military Authority

