AIRCRAFT COURSEWARE DEVELOPER & EXEC ASSISTANT

Position:	6-9 Month Part Time Starting October 1, 2023
Location:	Southern California Universities – Work Remotely – Local SoCal
Nationality:	US Citizen
Security Clearance:	Able to obtain the US Secret Security Clearance provided by Employer
Hours:	10-15 hours per week
Compensation:	$20 per hour – US IRS 1099 Based Employment
Education:	3rd – 4th Year of Engineering with Passion For Aviation & Aircraft Subsystems
Experience:	PowerPoint Presentation Creation with Strong Technical Focus
Report to:	Direct to CEO, indirect to Chief Pilot

HMK USA LLC provides militaries with the United State Air Force ("USAF") and the United States Marine Corps ("USMC") instructor/manpower solutions for operational support and training. HMK USA LLC's flight crew instructors have conducted over 100 flight missions designed to train a U.S. Ally Air Force's Aircrew in how to fly the aircraft across its full mission capabilities. The Chief Pilot and Chief Loadmaster are required to focus on training design and flight operations while overseeing training plan development to include class presentation material.

HMK USA LLC is in search of minimum of two innovative and motivated engineering students to assist the CEO, Chief Pilot, and Chief Loadmaster in creating dynamic courseware presentation material for training of the U.S. Ally Air Force's Aircrew based on the USAF/USMC pilot and loadmaster training guidelines.

Tasks include but not limited to:

- Working with USAF/USMC Evaluator Pilots & Loadmasters in developing courseware
- Research Aircraft Systems Functions, operations, limits, and operator interactions
- Research Flight Operations and airspace entry, exit, and use requirements and restrictions
- Research Aircraft Operational Procedures
- Collect and organize course design material from the lead Evaluator Pilots/Loadmasters
- Cross-reference multiple source materials to locate overlaps necessary for in-depth student understanding of material
- Create dynamic courseware material designed to be utilized for lecture sessions.
- Create lecture to be used for reference during the presentation with expounding information
- Create dynamic courseware material designed for self-study
- Revise courseware as required by Chief Pilot and Chief Loadmaster as the end users
- Participate in Video and Phone collaboration meetings with HMK Flight Staff and CEO
- Strong possibility for traveling to the country and meet with the instructor team
- Act as the CEO's Executive Assistant in leading and growing the program
- Two month trial period for continuation and possibility to continue beyond 6-9 months

Send resumes to:
executive.assistant@hmkus.com
www.hmkus.com