



# Mohave County Airport Authority

2550 Laughlin View Dr, Ste 117 • Bullhead City, AZ 86429 Phone: (928) 754-2134 • Fax: (928) 754-2190

## **JOB DESCRIPTION AIRPORT MANAGEMENT INTERN \$15.00/hr.**

### **POSITION SUMMARY**

Under general supervision, the internship program is designed to expose college level intern students or recent graduates to a wide variety of careers available in the aviation industry. The Airport Intern is an all-encompassing position covering Airside and Landside Operations, Security Compliance, Aircraft Rescue Fire Fighting, Airfield Maintenance, Administration, and Management.

The Airport Intern will have the opportunity to work on complex projects, gain real-world experience, deal with compliance of federal, state and local requirements for commercial airports, assist with all aspects of the airport, and interaction with the tenants and community.

Assignment is twelve (12) weeks (480 hours) during the summer. Work hours will generally be Monday thru Friday 8am to 5pm, however, intern may be asked to work weekends, nights, and holidays as may be necessary. No other benefits are provided.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES**

1. The airport intern will rotate through:

- Airport Management
- Airport Operations
- Aircraft Rescue and Fire Fighting
- Airport Security
- Airport Maintenance
- Airport Administration

While the Airport intern is with each department, they will be exposed to a wide range of daily tasks, inspections, and projects.

2. The Airport intern will be required to exercise initiative in applying education and/or skills, work semi-independently, be resourceful and systematic in accomplishing various assignments and tasks; may be responsible for projects or be part of a project team.
3. The Airport intern will perform special assignments as requested to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, tenants, employees, and others.
4. The Airport intern will assist the airport maintenance department with normal repairs and preventive maintenance in both terminal and airfield environments.

5. The Airport intern will assist the Airport Security Department and Airport Fire and Operations department with inspections, sweeps, audits, and employee training.

## **KNOWLEDGE, EXPERIENCE, AND TRAINING**

1. Minimum of junior status in an accredited aviation college program in management, operations, or a closely related field, or recent Graduate Student (within one year) with an aviation focused undergraduate degree.
2. General knowledge of purpose and activity of airports.
3. General knowledge of FAR's pertaining to airport and airfield operations.
4. Intern must possess a strong work ethic and the initiative to carry out assignments without direct supervision.
5. Computer literacy.
6. Capability to fulfill 40 hours/week.
7. Overall grade point average (GPA) of 3.0 or higher on a 4.0 scale.

## **LICENSES AND CERTIFICATIONS**

1. Valid State Issued Driver's License is required
2. Pilot's license is a plus
3. Membership in AAAE is a plus

## **OTHER REQUIREMENTS**

1. Intern must be able to pass an FBI fingerprint-based criminal history record check and Department of Homeland Security Threat Assessment.
2. Intern must be able to maintain an airport security identification badge at all times.
3. Must pass a pre-employment drug test
4. Must have an acceptable three-year DMV record

Send resume and cover letter to [MCAABooks@flyifp.com](mailto:MCAABooks@flyifp.com). For questions, call 928-754-2134.