



Winnebago County
The Wave of the Future

JOB POSTING

POSITION TITLE: Airport Operations and Management Intern

LOCATION: Airport

HIRING RANGE: \$11.00/Hr. with housing included

STATUS: Full Time

HOURS PER WEEK: 40

WORK HOURS: 8:00 am – 4:00 pm with occasional variations for weather and events
Flexible start and ending dates are negotiable

APPLICATION DEADLINE: Recruitment will be ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Internal Department Transfer Form](#). Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

WINNEBAGO COUNTY POSITION DESCRIPTION February 2023

POSITION TITLE: Airport Operations and Management Intern

DEPARTMENT: Airport

PAY BASIS: Hourly

PURPOSE AND SUMMARY:

The Airport Operations and Management internship provides real-world airport experience to senior level or recently graduated students pursuing an Aviation Management degree. Interns will be exposed to both day-to-day airport operations and management projects, including preparing and working the world's greatest aviation event, EAA AirVenture.

ESSENTIAL FUNCTIONS:

1. Assists the Operations and Maintenance Manager with daily airfield inspections, NOTAM issuance, tenant relations, coordinating and monitoring airport construction activities and emergency response coordination.
2. Works on assigned projects from airport management that may include: digitization of historical documents, research, business development, lease management and community outreach.
3. Assists in all aspects of airport responsibilities during EAA AirVenture including, but not limited to: providing vehicle escorts in the movement area, assisting in the response to aircraft emergencies, promoting the airport by working an airport exhibit booth, and managing operations in the airport terminal.

ADDITIONAL ESSENTIAL DUTIES:

1. Provides updates about the internship to the Aviation Committee.
2. Minor airport maintenance such as: removing FOD, replacing light bulbs, resetting vehicle gates, janitorial duties.
3. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Deputy Airport Director.
2. Works regularly with Winnebago County employees, vendors, tenants, and the general public.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. Senior status or recently graduated with a degree in Aviation Management or a closely related field.
2. A desire to pursue a career in Airport Management.
3. Previous aviation work or pilot experience preferred.
4. Possession of a U.S. Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Thorough knowledge of office terminology, practices, procedures, and equipment.
2. Ability to use computers and software such as Outlook, Word, Excel, Windows.
3. Ability to conform to deadlines and to work effectively under stress and time constraints.
4. Considerable ability to organize work and perform it timely and accurately.
5. Ability to establish and maintain effective working relationships with fellow co-workers.
6. Ability to follow complex oral and written instructions.
7. Possession of excellent oral and written communication skills, including spelling, grammar and punctuation.
8. Ability to represent the Airport Department as an entity in a professional and courteous manner at all times.
9. Ability to maintain a high level of accuracy & confidentiality while completing assigned projects in a timely and professional manner.

10. Ability to occasionally work extra hours as needed.

PHYSICAL REQUIREMENTS:

1. Ability to function in situations encountered in a normal office setting that services both internal and external customers.
2. Ability to use standard office equipment including telephone, computer, printer, photocopier, and scanner.
3. Ability to function in situations encountered in a fast-paced office setting and to multitask.
4. Ability to perform work from a sedentary position.
5. Ability to perform work from a standing or walking position throughout the bulk of the shift.
6. Ability to occasionally lift 50 lbs.