

## MISSOULA COUNTY AIRPORT AUTHORITY

JOB TITLE: Airport Management Intern

REPORTS TO: Manager of Projects

CLASSIFICATION: Non-Exempt

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### **JOB SUMMARY**

The Missoula Montana Airport has established an Airport Management Internship Program, which allows students to align educational knowledge with real world experiences in the aviation industry.

### **PROGRAM OVERVIEW**

The internship program is a 10 plus week program designed to give students access to many different departments within the airports organizational structure. The goal is to allow students the opportunity to help identify what he or she would like to specialize in post-graduation. Though the intern can expect to interact with various departments at MSO, they will primarily operate under the Manager of Projects. The intern will learn the needs of an airport in the day-to-day operations dealing with tenants, passengers, and other members of airport administration. Additionally, the intern will focus on the current terminal expansion project with an emphasis on project management and communication.

### **PROGRAM OUTLINE**

The intern position was created to expose students to the many facets of what a career in the aviation industry consists of. If the intern expresses a particular interest that he or she would like to experience, the airport will make its best efforts to allow them the opportunity to do so. Interns are required to keep a daily log that will contain notes of their daily activities and experiences. At the end of their internship, they will use this log to assist them in completing their final report.

### **QUALIFICATIONS**

To qualify for this job the desired applicant must be a student that is looking for a career in airport management.

### **SPECIAL REQUIREMENTS**

Airport security procedures require that a background check be conducted prior to employment.

### **WORKING CONDITIONS**

Work is performed in indoor and outdoor settings, as necessary. The position is subject to work outside of traditional hours. The position may intermittently be subject to considerable stress as result of critical time schedules and human behavior. Close vision and ability to adjust focus required. While performing the duties of this job, the employee is regularly required to sit and talk and hear. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.