



**City of Phoenix**

## *Employment Opportunity* *Aviation Intern*

[phoenix.gov/jobs](http://phoenix.gov/jobs)

### **ABOUT THIS POSITION**

This 18-month internship program provides real world experience in operating and maintaining one of the busiest airports in the world. The successful intern will receive extensive training and gain valuable aviation industry experience by completing administrative and operational projects in the numerous divisions involved in operating Sky Harbor International Airport. An official transcript will be required during the interview process. Currently there is one vacancy in the Aviation Department.

### **RECRUITMENT DATES**

Recruitment closes on February 20, 2017 at 11:59 PM.

### **SALARY**

\$16.75 (minimum) - \$24.91 (maximum) hourly / \$34,840 - \$51,813 annually

Comprehensive benefits package includes: 11.5 paid holidays, 12 vacation days, 15 sick days, free bus/light rail pass, traditional pension and 457/401 plans, tuition reimbursement upon hire, choice of Blue Cross/Blue Shield or Cigna HMO, PPO. For more details, visit:

<https://www.phoenix.gov/hrsite/Benefit%20Category/007.pdf>

### **JOB REQUIREMENTS**

- Bachelor degree in airport/aviation management, aeronautical science, aeronautics, air traffic management, public administration, business administration, political science, or other related degree.
- A strong interest in the aviation industry.
- Minimum cumulative GPA of 3.0.
- All positions in the Aviation Department require individuals to pass a Federal Bureau of Investigation (FBI) background check prior to hire.
- An additional background check is required for those positions requiring access to Customs and Border Protection areas.

**PREFERRED QUALIFICATIONS** Includes the job requirements listed above, plus:

- Exceptional verbal and written communication skills
- Strong problem solving skills
- Familiarity with Federal Aviation Administration rules, regulations, and guidelines.
- Working irregular hours, second and/or third shifts, weekends, holidays, and evenings may be required
- All positions in the Aviation Department require individuals to pass a Federal Bureau of Investigation (FBI) background check prior to hire

### **HOW TO APPLY**

Apply online by completing the required information and attaching your cover letter and resume. In your cover letter please describe your career goals and your interest in the aviation industry. Failure

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003 Job Line: (602) 534 – JOBS (5627)

This publication can be provided in an alternative format upon request.

Call: (602) 495-5703 TTY: (602) 261-8687



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to provide accurate and complete information will prevent you from advancing in the selection process. **An official transcript will be required during the interview process.**

YOUR COVER LETTER AND RESUME, PLUS ANY OTHER REQUESTED MATERIAL, MUST BE IN ONE ATTACHMENT. Only online applications are accepted for this position. The results of the resume screening process will be sent to your primary email address.

### **WHAT YOU NEED TO KNOW**

- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For other important information related to employment with the City of Phoenix, please visit: [https://employee.phoenix.gov/Documents/Employment\\_Information.pdf](https://employee.phoenix.gov/Documents/Employment_Information.pdf)
- If you need assistance applying for this job, please contact our HR Connection Center at (602) 495-5700.

### **REFERENCE**

Admin Intern, JC: 06000, ID# 21757, 02/06/17, 6 mos, LN, Benefits: 007, Q

City of Phoenix is an equal opportunity employer; our employees demonstrate superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.