



**Job Title:**

**Operations Intern**

**Closing Date/Time:** Wed. 11/30/16 3:00 PM Central Time

**Salary:** \$12.00 Hourly

**Job Type:** Internship

**Location:** Minneapolis/St. Paul International Airport, Minnesota

This position is a 12-week internship position beginning in January, 2017. This position will provide assistance relating to the day-to-day operation of Terminal 2, while gaining valuable experience and professional contacts within the industry. Various projects related to Terminal 2 administration will be assigned throughout the internship.

The hours for this position are Sunday - Thursday from 1:00 pm - 9:00 pm.

**Position Description:**

- Work with on-duty Operations Agent to monitor and control daily airline flight activity, use of all gates, counters, bag claims and ramp areas
- Assist with the development of monthly operations reports
- Answer incoming calls from airlines, tenants and the general public
- Communicate with pilots, airline personnel, ground staff and others as directed
- Conduct daily inspections of terminal areas, jetbridges and MAC common-use equipment
- Monitor public and non-public areas of the terminal
- Coordinate updating of various information manuals and databases
- Attend Terminal 2-Humphrey and MAC meetings as directed
- Perform miscellaneous duties as assigned

**Position Requirements:**

**Minimum Requirements**

- Student enrolled in a post-secondary Airport/Aviation Management program or related field of study
- Able to work outdoors in varying climactic conditions
- Basic computer skills using Microsoft Word, Excel and Outlook
- Ability to pass background check to obtain MAC security badge
- Ability to stand and walk for extended periods of time

**Desirable Requirements**

- Third or fourth year active student in a post-secondary education program
- GPA of 3.0 or greater
- Private Pilot's Certificate
- Professional work experience in aviation or airport operations
- Basic skill level using Microsoft Access
- Basic skill level using relational databases
- Radio operator experience