



## **DULUTH AIRPORT AUTHORITY**

### VACANCY POSTING – AIRPORT MANAGEMENT INTERN, DULUTH AIRPORT AUTHORITY

January 17th, 2024

The Duluth Airport Authority is accepting applications for the position of Airport Management Intern. A complete job description is below. A cover letter and resume must be emailed to [jkayser@duluthairport.com](mailto:jkayser@duluthairport.com) and received no later than February 22<sup>nd</sup>, 2024, at 4pm CST.

The Duluth Airport Authority is an Equal Opportunity Employer.

**POSITION TITLE:** AIRPORT MANAGEMENT INTERN

**DEPARTMENT:** OPERATIONS/ADMIN

**HOURLY RATE:** \$17.00/HOUR

**DURATION:** MAY 2024 – AUGUST 2024 (Pending student schedule)

**LOCATION:** DULUTH INTERNATIONAL AIRPORT/SKY HARBOR AIRPORT-DULUTH, MINNESOTA

**OVERVIEW:**

Under general direction of the Director of Business Development, the Airport Management Intern will work in one/two-week intervals in each of the airport's various departments/sections. The intern will report to the Director/Manager of the assigned departments to learn, assist, and complete a special project dedicated for the intern.

This program is intended to provide a student/intern an all-around introduction to professional airport management and operations at a public use general aviation/commercial service airport. At the end of the internship period, the intern is intended to be able to demonstrate adequate knowledge of airport management and operations.

**MINIMUM JOB REQUIREMENTS:**

- Currently enrolled or immediate graduate in a post-secondary school, college, or university.
- Preference will be given to those who have identified Airports, Aviation, or Transportation as a focus of studies.
- Overall grade point average (GPA) of 2.5 or higher on a 4.0 scale.
- Valid State Issued Driver's License
- Must be able to pass an FBI fingerprint-based criminal history record check and DHS Security Threat Assessment.
- Intern must be able to maintain an airport security identification badge at all times.
- Demonstrated use of computer-based programs such as Word, Excel, PowerPoint, Outlook, etc.
- Must work at the Duluth Airport Authority offices which requires travel to the Duluth International Airport.

**EQUAL OPPORTUNITY POLICY:**

It is the responsibility of every employee to perform in a manner consistent with the policy of the Duluth Airport Authority to provide equal opportunity to all persons. This policy prohibits discrimination in all aspects of Duluth Airport Authority policies, programs, practices, and operations.