



AIRPORT OPERATIONS / MANAGEMENT INTERN

Airport Information: Fort Lauderdale Executive Airport (FXE) is one of the top ten busiest General Aviation (GA) airports in the United States serving over 170,000 aircraft operations annually with an economic impact of nearly \$840 million, and supporting over 5,000 jobs. With nearly 150 aviation businesses, the Airport is also home to over 900 based-aircraft. The Airport ensures conformance to Federal Aviation Administration (FAA) and Florida Department of Transportation (FDOT) regulations and FAA advisory circulars to manage the facility and ensure safety. The Airport also supports environmental and financial sustainability to optimize safety, security, and efficiency. The Airport's vision is to create the finest General Aviation airport, Industrial Airpark, Downtown Helistop, and Foreign-Trade Zone facilities in the nation. Its mission is to attract businesses to the area, help tenants prosper, and benefit the community. The Airport continually strives to be the premier General Aviation airport for global business.

Program Objective: The overall responsibility of the intern program is to foster and challenge the next generation of airport managers to develop airports and to make them sustainable, while leveraging advanced technologies to enhance their efficiencies and be more competitive in the world market.

Job Description: The Intern's primary duties are to assist in Airport Operations, and work with airport management on specific projects. This individual will also assist with day-to-day airport business, perform various administrative/support functions, and complete tasks as assigned. The Intern assists in the preparation and coordination of meetings and special events, and learns job-related materials, as assigned.

Prerequisites: To qualify as a candidate, the individual must:

1. Be actively enrolled as a Junior or Senior in an undergraduate degree program in airport or aviation management, or be actively enrolled in a graduate degree program for airport or aviation management
2. Possess a valid U.S. Driver's License
3. Be familiar with general office procedures and computers; and have knowledge of aviation terminology and industry structure

Requirements: Mail your cover letter and resume the address list at the bottom of the page or email **PDF copies** of your cover letter and resume to: airport@fortlauderdale.gov

Hours Worked: Expect to work 20 to 28 hours a week with a one-hour lunch.

Salary: \$10.50 to \$13.00 per hour (based on credit hours earned for undergraduates)

Application Submittal Date:

There are three (3) separate intern semesters.

Intern Positions:

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| <input type="checkbox"/> Spring Semester (Jan-May): | between September and December 1 st |
| <input type="checkbox"/> Summer Semester (June-Aug): | Between January and May 1 st |
| <input type="checkbox"/> Fall Semester (Sept-Dec): | Between June and August 1 st |

Application Submittal Periods:

(NOTE: The application submittal periods are estimated.)

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