



Airport Administrative Internship Position

Description:

The position is a temporary internship at Chicago Executive Airport in Wheeling/Prospect Heights, Illinois. The position will begin on May 1 and expire September 1 with scheduling up to 40 hours per week as needed with a normal work schedule of 8:00AM-4:30 PM. A successful incumbent may be extended to a part-time internship position beginning September 1, 2019 extending to December 31, 2019. The Airport Internship position is meant to expose the individual to Airport Administration within general aviation reliever airport for O'Hare.

Qualifications:

- Individual enrolled in an Aviation, Airport Management/ Flight Administration or closely related academic higher education program.
- Recent graduates in Airport Management may apply
- GPA at or above 2.75
- Must be technically proficient in Microsoft Office (Excel, Powerpoint, & Outlook).
- Proficiency in Adobe Acrobat is a plus.
- The individual must have reliable transportation.
- Private pilot license or other flight ratings is a plus.

Duties:

- Social Media updates (Twitter, Facebook, LinkedIn)
- Electronic presentation preparation
- Order requests/ Product research/Purchase Orders
- Inventories (Airport Administration and Maintenance Departments)
- Coordinate Airport Tours
- Assist Board of Directors meetings
- Various office duties (filling, updating contact info from airport tenants, etc.)
- Airport Familiarization (Airport Maps)
- Tasks pertaining to, but not limited to: Airport property inventory, airfield and activity photography, commercial operating permit verification, and administrative research projects.
- Assist with airport events planning and management
- Airfield Training available

Application:

The budgeted pay rate is +/- \$14 per hour DOQ. No other benefits will be offered. CEA will participate in reasonable administrative requirements for academic credit. Please send resume/cover letter to George Sakas, CEA Director of Economic Development, GSakas@chiexec.com. No phone calls please. Position open until filled.