

Summer Intern

Erie International Airport, Erie PA

The Erie Regional Airport Authority (ERAA) is looking for an Operations and Airport Facilities Intern. ERAA's paid Summer Internship Program offers ten (10) weeks of professional experience for college students while performing meaningful work to support the Authority's operations.

Responsibilities include performing administrative duties that support the daily activities of the Airfield Operations Department. In addition, this position will provide management direction and problem resolution to assigned special projects.

To apply, please send your current resume and transcript to kscharrer@erieairport.org.

POSITION DESCRIPTION

Essential Duties and Responsibilities include the following:

- Assists with developing, maintaining, and revising the department's Standard Operating Procedures (SOP).
- Manages the Minimum Standards program for the Airport Authority. Assists in developing and writing performance criteria for measurement of compliance within the minimum standards.
- Proactively inspects and patrols all airport facilities, grounds, and properties to ensure regulatory compliance with FAR Part 139, Airport Certification Manual, FAR Part 77, TSR 1542, Airport Security Plan, Storm Water Management Plan, Spill Prevention Control Procedures, Wildlife Hazard Management Plan, Safety Management System, and other codes, procedures, regulations, and policies as may be relevant or enacted from time to time. Takes action as necessary.
- Compiles detailed and highly accurate reports, logs, and maintenance requests and takes action as necessary to correct deficiencies.
- Ensures safety of airport for aviation users by observing runway, weather, and airfield conditions.
- Effectively and efficiently communicates pertinent and timely airport information to other airport employees, tenants, contractors, and users.
- Monitors air traffic control radio traffic, responds to direct requests for assistance, and self-dispatches as necessary.

- Provides administrative assistance and support to management with regular review and update of various documents, manuals, and airport data as published in various aids to pilots.
- Conducts research, provides administrative support and assistance as may be necessary to airport management as assigned.

Miscellaneous

Attend meetings as directed
Perform miscellaneous duties as assigned

POSITION REQUIREMENTS

COMPETENCIES

ERI Core Competency Requirements

Complete work assignments in an accurate and neat manner
Produce required volume of work within assigned deadlines
Practice cooperative, positive and flexible work habits and accept accountability for job responsibilities
Use sound, ethical judgment in solving problems and making decisions
Use effective interpersonal skills to develop positive work relationships
Perform work in a safe, secure and ethical manner
Use good communication skills in and between work groups
Comply with required work schedules
Provide good internal/external customer service
Comply with all ERI policies and procedures

Minimum Requirements

Currently enrolled in a post-secondary Airport/Aviation Management program or related field of study -
OR- a recent graduate within the past eight months
Able to work outdoors in varying climactic conditions
Basic computer skills using Microsoft Word, Excel and Outlook
Subject to pre-employment drug testing and background check
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 2.75 or greater
Professional work experience in aviation or airport operations
Radio operator experience

