

THE EASTERN IOWA AIRPORT POSITION PROFILE	JOB CODE #/TITLE: AN024 Airport Intern
POSITION #/TITLE: AN024 Airport Intern (<i>Management Internship Program</i>)	Adopted: 02-23
	Revised: 02-26

POSITION DESCRIPTION

Dept: The Eastern Iowa Airport	Manager Level: Non-Manager
Salary Plan/Description: ATS/Airport Temporary Seasonal	Salary Grade: 38
Reports To Position #/Job Code #/JC Title: 2213/AN013/ Director of Marketing & Communication	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug screening after contingent offer.	Position Testing:
Personal Protective Equipment: None	

General Statement of Duties

Under the supervision of the Director of Marketing & Communications, the Airport Intern will assist airport staff with administrative, operational, technical, and field activities to gain hands-on experience in airport management and operations. The intern will support airport administration, finance, regulatory compliance, planning, operations, maintenance, public safety, information technology, communications, and guest services in accordance with FAA, TSA, state, and local requirements. Duties may include assisting with inspections, documentation, data collection, customer service, special projects, facility and airfield operations, and the use of airport systems and equipment. The intern is expected to follow established policies and procedures, communicate effectively, work independently when appropriate, and maintain a professional and safety-focused approach while representing the airport. The intern will assist with the daily, hands-on management of airside and landside operations to ensure compliance with FAA Part 139 and TSA 1542 regulations.

Distinguishing Features of the Class

Some leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Assist Operations and Public Safety in conducting daily airfield inspections of runways, taxiways, and lighting for safety hazards.

Monitor terminal security, assisting with badging, and ensuring adherence to TSA regulations.

Provide administrative support drafting operational reports, managing databases, and assisting with airport master planning.

Assisting with Aircraft Rescue and Firefighting (ARFF) drills and responding to incidents.

Assists airport management and staff with a variety of administrative, operational, technical, and public service functions supporting the safe, secure, and efficient operation of the airport.

Supports compliance with airport rules, lease agreements, FAA and state regulations, and safety and security programs.

Provides assistance with budgeting, purchasing, recordkeeping, inspections, special projects, and data collection.

Participates in airfield, terminal, and facility operations, including safety inspections, construction coordination, maintenance support, and emergency preparedness activities.

Assists with IT systems, communications, marketing, and guest services by supporting daily operations, responding to inquiries, and promoting positive public interaction.

Performs related duties as assigned while gaining hands-on experience in airport operations and administration.

Attends work regularly at the designated place and time;

Performs related work as required

Required Knowledge and Abilities

Strong verbal and written communication skills for interacting with passengers, tenants, contractors, and city/agency officials;

Proficient in Microsoft Office (Word, Excel, Outlook) and capable of learning specialized aviation software;

Ability to draft reports, update procedures, and manage technical records;

Ability to research, compile, and analyze complex data and form sound conclusions;

Ability to concisely present findings and make recommendations;

Ability to prioritize, organize, and perform work activities with accuracy to meet deadlines, with the ability to manage multiple priorities in a fast-paced environment;

Ability to work in a team setting;

Acceptable Experience and Training

Current college student entering their junior or senior year pursuing a degree in Aviation Management, Airport Management, Business Administration or Aeronautics, is desired; Other majors will be considered if candidates have relevant experience or coursework;

Required Special Qualifications

Valid Iowa Driver's License.

Pass and maintain security background check as per Transportation Security Regulations.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;

Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;

Out of state travel may be expected;

Position Description Approval

Director must approve new or revised position descriptions. Other department approvals are optional (*i.e., supervisor, manager*). **Entering name signifies approval.**

Name: <i>(Dept Manager/Supervisor)</i>	Pam Hinman
Title:	Director of Marketing & Communication
Date Approved:	02-26

Name: <i>(Person completing form)</i>	Marty Lenss, CM
Title:	Airport Director
Date Approved:	02-26

Labor & Personnel Committee Approval

Name and Title:	Robin Therme, Chairman
Date Approved:	02-26