



## Airport Administrative Internship Position

### Description:

This position is a temporary Internship at Chicago Executive Airport, a general aviation reliever airport for O'Hare, located in Wheeling/Prospect Heights, Illinois. The Internship length will be no more than 15 weeks, with scheduling up to 40 hours per week. Working hours will be 8:00AM-4:30PM. The Airport Internship position is meant to expose the individual to various aspects of Airport Administration.

### 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
- Technically proficient in Microsoft Office (Excel, PowerPoint, & Outlook)
- Proficiency in Adobe Acrobat is a plus
- Must have reliable transportation

### Duties:

- Support Administration, Finance, and other areas as needed
- Social Media updates and outreach (Twitter, Facebook, LinkedIn, etc.)
- Electronic presentation preparation
- Order requests/product research/purchase orders
- Maintain inventories for Airport Administration and Maintenance Departments
- Coordinate airport events, planning and management (Run 'N' Rock the Runway, airport tours, Honor Flight, etc.)
- Assist with Board of Directors meetings – catering, audio/visual services if necessary, packet compilation and record keeping
- Various office duties (filing, updating contact information related to airport tenants, collecting Certificate of Insurance and aircraft registrations from H5/6, T Hangar, and Tie Down tenants and update in software, update of Constant Contact, etc.)
- Airport Familiarization (Airport Maps)
- Tasks pertaining to, but not limited to: Airport property inventory, airfield and activity photography, commercial operating permit verification (including insurance documentation), and administrative research projects, archival efforts, online file organization
- Other duties as assigned

### Application:

The budgeted pay rate is \$15 per hour. No other benefits will be offered. CEA will participate in reasonable administrative requirements for academic credit. Please send your resume with the heading "Administrative Intern" to: [careers@chiexec.com](mailto:careers@chiexec.com). No phone calls please. Position will be open until filled.