

AIRPORTS INTERN
Location: New Castle, DE (Wilmington Airport)

Hourly Rate: \$15.00 (Undergraduate Students) \$16.00 (Graduate Program Students)

Opening Date: November 23, 2022

Closing Date: March 1, 2023

I. POSITION SUMMARY

This position will be primarily based at the Wilmington Airport and will focus on the operations and management of a commercial service airport, to include Airport Operations, Finance and Property Management and Marketing functions.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop an understanding of various airport regulations, including Airport Rules and Regulations, the Airport Security Program (ASP), and the Airport Certification Manual (ACM)
- Assist in facility and compliance inspections and documenting discrepancies
- Assist with updating operational manuals, including the Airport Certification Manual and Airport Security Plan
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- Provide the highest level of customer service and professionalism to all internal and external customers
- Conduct peer reviews of other similar airports in the region, including review of Fees and Charges and operational practices
- Assist with Air Carrier operations

III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of the purpose and activity of airports
- General knowledge of FAR's pertaining to airport and airfield operations
- Basic Computer knowledge in MS Office (Word, Excel, Access)
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- College junior majoring in Airport Operations, Airport Management, or Aviation Technology

V. LICENSES, REGISTRATIONS AND/OR CERTIFICATIONS

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- Subject to a background investigation including a TSA based Criminal History Records Check (CHRC), credit and pre-employment physical including drug test

If you are interested in applying for this position, please complete the on-line application at www.drba.net. In addition, you also have the option of attaching a resume to the completed application.

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE)