

As a Summer Intern, you will improve your skills and gain professional experience while performing meaningful work that supports the Airports Authority's operations.

JOB DESCRIPTION

- Summer Intern
- This is a non-career, temporary position.
- Works under the direct supervision of a Department Manager or other staff.
- Serves in a Department or Office which may be located at Washington Dulles International Airport, Ronald Reagan Washington National Airport, or the Headquarters Office.

Performs a variety of assigned activities in designated unit/team in support of the Airports Authority's operations. May take on more complex or varied responsibilities as knowledge and experience increase, as appropriate. Performs related functions.

GENERAL RESPONSIBILITIES

Assignments are typically limited to Office functions:

Engineering Assignments

- Participates in construction site visits, facility assessments and inspections.
- Under guidance from experienced staff, documents active and completed construction activities, collecting information, and preparing written reports of equipment and facilities.
- May conduct energy audits and/or searches for engineering resources to support infrastructure programs.

Finance Assignments

- Performs administrative functions such as producing documents; compiling materials for meetings; filing, scanning and/or placing digitized items into electronic folders; and/or attending meetings to take notes, write up, and disseminate minutes.
- Prepares financial reports, monitors expenditures, and analyzes and reconciles accounts.

Communications Assignments

- Posts daily press releases; updates project image files; assists with outreach and other special events, forums, transportation fairs, and government and community relations activities.
- Develops and edits PowerPoint presentations for outreach events; locates, downloads, and archives TV, radio and daily news clips mentioning the Airports Authority.
- Photographs and edits airport images and audio/video footage or assists in production of social media for the Airports Authority.

Technical/IT Assignments

- Provides basic hardware and software technical support and troubleshooting to users.
- Creates, edits, converts and maintains digital files.
- Moves/relocates IT equipment; runs cables; disconnects and connects cables and equipment.

Human Resources Assignments

- Performs administrative functions such as producing documents; compiling materials for meetings; filing, scanning and/or placing digitized items into electronic folders.
- Assists in the development of training materials.
- Performs basic recruitment administrative functions.

Airport Aviation Management Assignments

- Performs basic airport inspection and security functions.
- Assists Airport Duty Managers with Notices to Airmen (NOTAMs), Airport Alerts, and logs entries.

Other Office Assignments

Performs administrative functions in areas such as, but not limited to:

- Emergency Preparedness (assisting with planning, training, exercises/coordination activities).
- Airport Administration (providing parking and financial service support).
- Supplier Diversity (providing support in administering contract and procurement activities).
- Airline Business Development (assembling presentation materials and researching industry/airline trends).
- Concessions Development (providing support in leasing, construction management coordination, accounting and financial metrics and marketing).
- Real Estate (collecting and analyzing consumer data on workforce population, potential hotel guest profiles, etc. in support of food and services development in the Dulles area).
- Budget Administration (assist in preparing the annual budget and multiyear forecast and general administrative office support).

QUALIFICATIONS

- Skill in using common office equipment, computer and modern office suite software and an ability to learn and use other systems/software.
- Ability to communicate and interact effectively with internal and external business contacts, to include the ability to listen and express information in writing.
- Ability to perform general analyses of data and information and make recommendations.
- Interpersonal skills and ability to work as a team member.
- Ability to rapidly acquire knowledge of and then apply learned processes, procedures, practices, systems, standards and guides to the assigned position/unit/team.

PREFERRED QUALIFICATIONS

- Knowledge or training in Accounting, Budgeting, Economics, Business Administration, Aviation Management, Human Resources, Communications, Marketing, Public Relations, Engineering, Architecture or IT, depending on specific assigned area of duties.

EDUCATION

- A high school diploma, a Certificate of General Educational Development (GED), or an equivalent combination of education, experience and training.
- Enrollment in a college or university.

NECESSARY SPECIAL FACTORS

- Work is typically reviewed in progress or upon completion for quality, quantity, timeliness, team work, customer service and other factors.
- Some assignments may involve working outside, at construction sites, or on a busy airfield.