



VILLAGE OF SCHAUMBURG

PROGRESS THROUGH THOUGHTFUL PLANNING

Human Resources Department

101 Schaumburg Court
Schaumburg, IL 60193

www.schaumburg.com

TRANSPORTATION - AIRPORT MANAGEMENT Intern - Unpaid

The Village of Schaumburg employs approximately 600 employees in a variety of departments within the organization, such as police, fire, public works, engineering, finance, human resources, cultural services, community development, information technology, and transportation. Our employees work to serve the residents and strive to make Schaumburg the best community it can be. Schaumburg is a thriving community of 75,936 residents located 12 miles west of O'Hare International Airport and approximately 26 miles northwest of the City of Chicago. The community is the base of the second largest concentration of retail, office and commercial activity in the state of Illinois and was recently named by Money Magazine as one of the Top 10 Best Places to Live!

Internship Goals:

- Provide an experiential learning opportunity in the area of Aviation with a main concentration of focus on Airport Management.
- Provide insight into working in the public sector
- Provide opportunity to help establish a new Airport event

Internship Schedule:

- Flexible days and times, Monday through Friday during the hours of 8:00a – 5:00p
- Willing to coordinate with school for class credit

Essential Internship Functions:

- The position will be responsible for assisting the Airport Manager in enforcing airport rules and regulations, reviewing hangar lease documents, performing airfield, perimeter, security, parking lot, and related inspections
- Airport document review and revision, and any other work efforts associated with Airport Management
- Assists with the planning, coordination, and implementation of a new special event
- Issues Notice to Airmen (NOTAM) when appropriate
- May escort vendors or contractors, depending upon assignment and work location

Requirements:

- Currently enrolled in an Aviation or similar degree program
- Interest in pursuing a career in Aviation
- Minimum 18 years of age
- Good communication and interpersonal skills both written and over the phone
- Computer proficiency in Microsoft Office

If you are interested in submitting an application for this unpaid Transportation – Airport Management Internship position, please click on [Volunteer Application](#) or go to our website under How Do I > Volunteer

THE VILLAGE OF SCHAUMBURG IS AN EQUAL OPPORTUNITY EMPLOYER