Safety Internship Job Description

**Job Title:** Operational Safety Intern (Based in Middletown, PA)

**Organization:** Piedmont Airlines, Inc. (d.b.a. US Airways Express and American Eagle)

**Dates of Position:** Available Every Semester

**Time Commitment:** Monday – Friday, Regular Business Hours

**Summary of Position:**
Assist in achieving the corporate mission of providing a safe environment for employees and customers. Interns will have the opportunity to learn about and be exposed to each function of an airline safety department. After successfully completing the internship, the intern will have an overall knowledge needed to understand all elements of safety.

**Duties & Responsibilities:**
- Primary area of focus is data management and providing assistance for operational aircraft ground damage and employee injury investigations.
- Research into known or suspected safety concerns, assisting in creating presentations, reviewing manuals and conducting safety audits.
- Provide support for ground safety programs and company accident / incident and injury reduction efforts by developing proactive safety solutions.
- Additional duties may involve interaction with other departments outside of Safety as well as some travel.
- Daily responsibilities include a large amount of data analysis, data entry and project development.

**Benefits:**
- Networking opportunities with different departments within the company as well as American Airlines and US Airways Express/ American Eagle Carriers.
- Experience gained by utilizing current safety tools used throughout the industry.
- Travel benefits throughout the American Airlines system for the duration of the internship.
- Letters of recommendation provided upon successful completion of the internship.

**Qualifications:**
- Minimum of one year of progress towards a degree with a major or minor in safety or aviation/ aeronautical science.
- Excellent communication and Microsoft Office Suite skills required.
- Organized, detail oriented, self-motivated, handles multiple tasks, problem solving skills, and the ability to set and meet deadlines.
- General knowledge of Federal Aviation Regulations, OSHA Regulations, and procedures regarding airline safety.