Safety Internship Job Description

Job Title: Aviation Safety Intern (Based in Salisbury, MD)

Organization: Piedmont Airlines, Inc. (d.b.a. 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 processing Aviation Safety Reports submitted through the online employee Safety Reporting System
- Review and assist with investigating reports received through the company’s Aviation Safety Action Programs (ASAP) and Fatigue Risk Management Plan (FRMP)
- Research into known or suspected safety concerns, assisting in creating presentations, and reviewing manuals
- Provide support for developing proactive safety solutions including publication of Safety Bulletins and Safety Awareness newsletters
- Additional duties may involve interaction with the Piedmont Flight and Maintenance Departments, as well as some travel
- Daily responsibilities include data entry, data analysis and project development

Benefits:
- Networking opportunities with different departments within the company as well as American Airlines and 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