Airport Operations Summer Internship Program

Milwaukee County is currently accepting applications to fill a summer 2020 internship position. The mission of this internship program seeks to educate the individual through practical experience in airport operations, emergency management, safety and security while also providing the county with the benefits associated with employing a college student with a fresh perspective.

The selected candidate will gain hands-on experience working at a medium-hub airport that serves over 7 million passengers from southeast Wisconsin and northern Illinois each year. He or she will also have the opportunity to interact with our diverse set of stakeholders which include cargo operations and an Air National Guard base.

The intern will be employed with Milwaukee County over the summer (up to 500 hours) and compensated on an hourly basis. He/she may be asked to work weekends or evenings and will be completing assigned tasks from the airport’s airside operations, emergency management, SMS, and public safety and security departments at the discretion of airport management.

Requirements:

- Ability to pass a criminal history records check
- Proof of a valid state driver’s license
- Current enrollment in an accredited aviation program majoring in Aviation Management or related field.

The ideal candidate should:

- Exhibit professional behavior in a public setting
- Have excellent communication and analytical skills
- Have an aptitude to learn new computer programs

Interested candidates should email a cover letter and resume to Shaun Nadolny at snadolny@mitchellairport.com by March 27th, 2020. More information on the position can be obtained by contacting Shaun either at the email address listed or at (414) 747-3720.
MKE Airport Operations 2020 Internship Program

Introduction
MKE’s Airport Operations Internship Program provides a student exposure to a variety of airport job duties with primary emphasis on airport operations as well as exposure to emergency management and airport security. The internship program seeks to educate the individual through practical experience working at a medium-hub airport. The internship program provides the Airport with the benefits associated with employing a college student with a fresh perspective.

Background
This year will be the seventh year for this structured Airport Operations Internship Program. The requirements for the internship are that the student is currently enrolled in an accredited aviation program majoring in Aviation Management or related field. The intern will be employed over the summer (up to 500 hours) and will be compensated on an hourly basis.

The MKE Airport Operations Internship Program has been growing in interest and is highlighted in over five different university’s aviation programs. MKE’s program is a foundation for these interns to begin their careers in the Aviation Industry.

Summary of Proposed 2020 Internship Duties

Project Management
- Landside Inspection Program Development
  - Assist in developing the Landside Inspection Program to include data entry and reporting functions.
  - Audit and re-categorize all Landside Inspections for 2020 to fall in line with the new program software entries.
- Audit FAA-required Movement Area Driver’s Endorsements in preparation for the FAA Annual Inspection
- Review and audit Alert 4 entries to ensure inclusion into the SMS Program with Safety Specialist
- Oversee and manage the day-to-day ACE Tours
- Assist with Honor Flights

Airport Operations
- Emergency Management
  - NIMS / ICS overview
  - Compile and organize after-action reports with Emergency Management Coordinator
- Airfield Coordination and Regulation compliance
  - Understanding Airport’s 139 Self-Inspection program
  - Exposure to operating in the movement area an airport.
- Basic overview of Wildlife management is USDA

Security Department
- Badging office overview
- Airport Security and Regulation Compliance
  - Exposure and understanding of 49 CFR Part 1542 – Airport Security