January 30, 2020

Southern Illinois University Carbondale
Aviation Program
1263 Lincoln Dr
Carbondale, IL 62901

RE: Internship Opportunity

Dear Industry Partner:

Do you have a student or recent graduate that is looking to get into airport consulting or airport management or even local, state, or federal government? The Wyoming Department of Transportation has an Airport Planning Intern position open for a 6 month full-time internship within our Aeronautics Division in Cheyenne, WY. This internship is an excellent opportunity to learn more about airport planning and engineering, the FAA, state and local sponsor's roles in airport development, and especially the Capital Improvement Program and state and federal grants.

Our former interns have moved on to aviation consulting firms, regional airlines, major airport authorities, regional airports, and fixed based operators.

This position will entail general office work and special projects while being exposed to a state agency, the FAA Airports District Office, airport consultants and engineers, as well as airport managers. Pay will be between $15 and $20 hourly DOE. Please see the following page for more information. To apply for this position email A.J. Schutzman at adam.schutzman@wyo.gov with the subject Airport Planning Intern 2020. Please be sure to attach a resume, cover letter, and college transcripts.

Please forward this on to anybody you think might be looking, graduate or current student. For further information please contact me directly at (307) 777-3972 or by email at adam.schutzman@wyo.gov.

Sincerely,

A.J. Schutzman, C.M.
Senior Planner

Enclosure
The Wyoming Department of Transportation is seeking an Airport Planning Intern who is interested in learning about airport capital improvement project funding, economic impact studies, airport planning, and the relationship between airports, state agencies and the Federal Aviation Administration (FAA). This is an excellent opportunity to increase knowledge and gain experience for a future career in business or aviation. This position is expected to last from June 1, 2020, to December 1, 2020 (can be changed accordingly, subject to school schedule).

MINIMUM QUALIFICATIONS: Applicant must have either completed a Bachelor Degree program in an Aviation Management or related field within the past year or be a Junior or Senior in good standing at the time of application.

ESSENTIAL FUNCTIONS: Plan Joint Planning Conferences, Review Airport Layout Plans and Airport Master Plans, assist in managing statewide aviation economic impact study, assist with planning of projects at system airports, assist with budgeting and distribution of state funds, and travel to many airports within the state system for airfield inspections and project oversight.

KNOWLEDGE AND SKILLS: Works well in team environment and independently, strong PC skills, proficient in Microsoft Office.

ABOUT THE POSITION: This is a full time six month position located in Cheyenne, Wyoming. Compensation will be between $15 and $20 hourly DOE.

HOW TO APPLY: To apply for this position email A.J. Schutzman at adam.schutzman@wyo.gov with the subject Airport Planning Intern 2020. Please be sure to attach a resume, cover letter, and college transcripts.

FOR FURTHER INFORMATION: Please contact A.J. Schutzman at (307) 777-3972 or by email at adam.schutzman@wyo.gov.

The State of Wyoming is an Equal Opportunity Employer and actively supports the ADA and reasonably accommodates qualified applicants with disabilities.