



## **INTERNSHIP OPPORTUNITIES WITH THE CITY OF ENID**

**Apply Online at:**  
**[www.enid.org](http://www.enid.org)**

### **AN EQUAL OPPORTUNITY EMPLOYER**

It is the policy of the City of Enid to provide equal opportunities to all persons regardless of race, color, religion, age, sex, marital status, national origin, political affiliation, veteran status, disability status, or any other legally protected status. Drug free.

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<b>INTERNSHIP DEGREE FIELDS:</b>	Aviation/Airfield/Airport Management; Aerospace Administration and Operations; Business Administration/Management; Professional Pilot; Transportation Management; Aviation Operations Management; Air Traffic Control; Aerospace Engineering; Aeronautics
<b>DEPARTMENT:</b>	City of Enid Woodring Regional Airport
<b>DATES:</b>	Start - <b>6/1/2020</b> End - <b>7/30/2020</b>
<b>DATE POSTED:</b>	2/28/2020
<b>DEADLINE FOR APPLICATION:</b>	<b>4/5/2020</b>
<b>SALARY:</b>	\$9.79 PER HOUR / 32 HOURS PER WEEK (Monday through Thursday)

**DESCRIPTION:** Experience various aspects of managing airport operations including: finances, daily sales reports, fuel management, line service, customer service, hangar management, grounds keeping, inventory, end of the fiscal year tasks, pavement management; Assist the Operations Manager in a variety of tasks including organizing fly-ins, preparing for board meetings and managing airport expenditures; participate in the daily inspection of the airfield; attend meetings with the Oklahoma Airports Operations Association, Oklahoma Aeronautics Commission and Vance AFB. Additional summer projects may include: small construction projects and small pavement projects.

**QUALIFICATIONS:** Applicant must be a part or full-time student at a college or university. Applicant must have a high school diploma and at least 15 credit hours towards an Associate's or Bachelor's Degree. **Current transcript required.**

**APPLICATION PROCEDURE:** Apply online at [www.enid.org](http://www.enid.org).

#### **JOB DESCRIPTIONS**

*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.*

Printed Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature \_\_\_\_\_