



## Job Announcement

### Student Intern

Chicago Department of Aviation

**Number of Positions: Varies**

O'Hare and Midway International Airports are owned and operated by the City of Chicago. The airports are managed by the Chicago Department of Aviation (CDA). Each year, Chicago's airports handle more than 1.1 million operations, and transport more than 86 million passengers and 1.5 tons of air cargo around the world, connecting Chicago to the global marketplace.

#### **ESSENTIAL DUTIES:**

- Perform various administrative functions to support program activities
- Compile, tabulate and analyze statistical data, and research and collect information for inclusion in studies and reports
- Use various software packages to type documents, create graphs, charts, and spreadsheets, and maintain databases
- Provide general information regarding programs and services to the public
- Maintain records and prepare work reports
- Perform various office clerical functions
- Participate in the organization, set-up and administration of special events and program activities
- Perform occasional lifting up to 25 lbs.

*Additional duties may be required for this position.*

Start dates: **Spring 2023**

Note: This is a temporary position. Internships are limited to one academic year. Students are limited to working one internship position (lasting no more than one academic year) per City Department.

**2023 Salary: \$16 p/h**

- Freshman
- Sophomore
- Junior
- Senior/Graduate/Doctorate

Also, we are hiring for the following sections:

- Design & Construction
- Facilities Management
- Human Resources
- Workforce Development
- Safety and Emergency Management
- Security Operations
- Finance
- Media
- Executive Offices
- Airside Operations
- Landside operations
- ID Badging

**Applicants who are multi-lingual are encouraged to apply.**

**Positions may be located at O'Hare International Airport or Midway International Airport.**

## **MINIMUM QUALIFICATIONS:**

- Individuals must be college or graduate students who are obtaining degrees in the following disciplines: Business/Public Administration, Finance, Engineering, Planning, Construction Management, Architecture, Aviation Management, Information Technology, or a directly related field of study.
- Must be a student in good academic standing currently enrolled in an accredited college, university or law school OR a student in good academic standing currently enrolled in an accredited school.
- Must have a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.
- Must be enrolled in school with a minimum of 6 credit hours (or quarter hour equivalency) throughout the duration of internship, with the exception of academic break, i.e., summer.
- **NOTE:** At the time of processing, you must attach a Resume, current transcripts (unofficial transcripts are acceptable if the cumulative grade point average is reflected) and a current Letter of Enrollment Verification from the School's Registrar/Dean confirming current enrollment (or National Student Clearinghouse Proof of Enrollment Certificate) at the time of hire.
- You must be enrolled in school (with the exception of academic breaks) throughout your internship if you are selected. Selected students must also maintain a cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

**Note: Candidates selected for hire must pass an airport background check and a Security Threat Assessment (STA).**

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

## [Job Search - Basic Search - Taleo](#)

This service is set to disconnect automatically after {0} minutes of inactivity. Your session will end in {1} minutes.

chicago.taleo.net

### **FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA**

1. Visit [flychicago.com/jobs](http://flychicago.com/jobs) or click the link above.
2. Click on the current open position at CDA.
3. Select the position – Student Intern

#### **Student Intern (O'Hare & Midway)**

\$16.00 / Hourly

Job #369890

01/12/23 - 02/28/23

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts).