JOB ANNOUNCMENT

STUDENT INTERN

CHICAGO DEPARTMENT OF AVIATION
Bureau/Division - Varies

Number of Positions: Varies
(Additional vacancies possible pending budget approval)

Applications for this position will be accepted until 11:59pm CDT on December 21, 2026.

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 2027**
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.

2027 Salary: $19.00 per hour

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

Also, we are hiring for the following sections:

Airfield Operations
Commissioner's Office
Communication & Media
Concessions
Contracts
Customer Experience
Design & Construction
Emergency Management
Environmental
Facilities
Finance
Human Resources
ID Badging
Information Technology
Intergovernmental Affairs
Legal
Marketing
Planning & Noise
Real Estate
Safety & Security
Vehicle Services
Workforce Development

Qualifications

MINIMUM QUALFICATIONS:

Education, Training, and Experience

Must be a student currently enrolled in an accredited college, university, or law school OR a student currently enrolled in an accredited business or data processing/ information technology school.

NOTE: At the time of processing, you must submit 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 (except for 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).

SELECTION REQUIREMENTS: Candidates possessing the qualifications best suited to fulfill the responsibilities of the position will be selected for hire.

For Information on our employee benefits please visit our benefits website at:

https://www.chicago.gov/city/en/depts/fin/benefits-office.html

For Information on our salary and title structure visit our classifications website at:

https://www.chicago.gov/content/dam/city/depts/dhr/supp_info/JobClassification/2025_Classification_and_Pay_Plan.pdf

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. The Department of Human Resource staff will review applications after the final posting date. Staff will follow all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference for applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices click here.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity, Military Friendly, and Fair Chance Employer.

City of Chicago

Brandon Johnson, Mayor

Here is the link to the City of Chicago website:

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

Job Search - Basic Search - Taleo

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

1. Visit 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 (Both)
$19.00 / Hourly
Job #418634
10/20/26 - 12/21/26

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. Job postings 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.)