

**AIRPORT OPERATIONS INTERN**  
**Location: ILG Wilmington Airport**

**Hourly Rate: \$16.00 (Undergraduate Student)-\$18.00 (Graduate Program Students)**

**Opening Date: November 27, 2024**

**Closing Date: January 31, 2025**

**I. POSITION SUMMARY**

This position will be primarily based at the Wilmington Airport and will focus on the operations and management of a commercial service airport, to include Airport Operations, Finance and Property Management, and Marketing functions.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Develop an understanding of various airport regulations, including Airport Rules and Regulations, the Airport Security Program (ASP), and the Airport Certification Manual (ACM)
- Assist in facility and compliance inspections and documenting discrepancies
- Assist with updating operational manuals, including the Airport Certification Manual and Airport Security Plan
- Provide the highest level of customer service and professionalism to all internal and external customers
- Conduct peer reviews of other similar airports in the region, including review of Fees and Charges and operational practices
- Assist with Air Carrier operations

**III. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- General knowledge of the purpose and activity of airports
- General knowledge of FAR's pertaining to airport and airfield operations
- Basic Computer knowledge in MS Office (Word, Excel, Access)
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

**IV. REQUIRED EDUCATION AND EXPERIENCE**

- College junior majoring in Airport Operations, Airport Management, or Aviation Technology

**V. LICENSES, REGISTRATIONS AND/OR CERTIFICATIONS**

- Valid driver's license

**VI. ADDITIONAL REQUIREMENTS**

- Subject to a background investigation including a TSA based Criminal History Records Check (CHRC), credit and pre-employment physical including drug test
- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution.

The Delaware River & Bay Authority is an Equal Opportunity Employer (EOE).

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