

Aviation Internship Opportunity at Max Westheimer Airport

Max Westheimer Airport is accepting applications for the summer months of June and July 2024. The position is a paid internship and is open to students currently enrolled in the University School of Aviation program.

JOB SUMMARY

The primary responsibilities of this position are to assist the department staff with collection of information and compiling reports; maintaining files, typing documents; operating standard office equipment including photocopier, calculator, and computer; performing other tasks and other duties including airport safety inspections and basic maintenance.

JOB REQUIREMENT

- 2.75 GPA or higher.
- Skilled in communicating effectively by telephone and in person.
- Skilled in organizing, compiling, and recording information accurately.
- Knowledge of and skilled in performing general administrative tasks.
- Ability to operate a personal computer.
- Ability to retain and recall information.
- Ability to accomplish assigned tasks with minimal supervision.
- Ability to deal tactfully and diplomatically with the public.
- Valid Drivers License.

PHYSICAL REQUIREMENTS

- Ability to climb stairs.
- Flexibility enough to bend, twist, and reach out when performing repair tasks.
- Strength enough to lift, push, pull or carry objects weighing up to 50 pounds such as machinery, parts, power tools, etc.
- Speech and hearing enough to communicate effectively in person on a radio and by telephone.

FRINGE BENEFITS

- None

APPLICATION MATERIALS

- Cover letter detailing your career aspirations.
- Resume
- Must attach Spring, Summer and/or Fall 2024 class schedule.
- Submit cover letter and resume online at **Jobs.ou.edu**. The position can be found under “**Student Jobs.**” Job Number: **240573**
- Last day to submit job application is March 29th, 2024, at 12:00pm.
- Any questions? Please email ouairport@ou.edu