



## **CDOT Division of Aeronautics Internship**

### **DESCRIPTION OF JOB:**

The purpose of this part-time / full-time internship with CDOT's Division of Aeronautics is to provide meaningful professional aviation system planning/development and public administration experience to junior or senior level undergraduate college students, master's degree students, or a recently graduated college student with at least a 3.0 cumulative GPA, with a major in aviation management, aviation technology, public administration, business or closely aviation-related program. "Recently graduated" means the individual should have attended an accredited four-year college or university, or graduate program, and have graduated from that college or university during the past two years, with a major/degree as outlined above.

The successful candidate will have a demonstrated interest in the aviation industry, passion for aviation and a desire to gain valuable hands-on experience and broad knowledge as they work alongside the Division of Aeronautics' small team of seasoned aviation professionals.

### **ABOUT CDOT'S DIVISION OF AERONAUTICS:**

Under the direction of the Colorado Aeronautical Board, CDOT's Division of Aeronautics supports Colorado's statewide system of 74 public use airports as an important part of our state's multi-modal transportation system. Through partnership and collaboration with the Federal Aviation Administration (FAA), local airport sponsors, aviation system users and other key stakeholders, the Division helps develop a robust aviation system, improves aviation safety and promotes aviation education through efficient administration of the Colorado Aviation Fund.

We accomplish all of this with our mission in mind:

*To support the State's multi-modal transportation system by advancing a safe, efficient and effective statewide air and space system through collaboration, with stakeholders, investment in education, innovative programs, and advocacy of responsible policy and legislation.*

### **MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:**

The successful candidate will have a unique opportunity to work side by side with all of the Division's staff, providing broad exposure to all aspects of operating the Division of Aeronautics. Duties and development opportunities will include the following but not be limited to:

1. Assisting Division airport planners with a variety of projects and assignments, including:
  - Airport capital improvement plan (CIP) programming
  - Airport pavement condition and safety inspections
  - Management of statewide initiatives, including airport wildlife management, weather observing system O&M, airport sustainability, airport management internship program and surplus equipment program

- Learning about program management tools, including the Division's web-based management system
  - Assisting planners with airport support, master plan review and master record updates
  - Other special projects as assigned
2. Working with the Division Director to participate in and gain knowledge of:
- Concepts of public advocacy and stakeholder engagement
  - Strategic planning and policy development
  - Statewide airport system planning and economic impact study development
  - Employee management and supervision
3. Working with the Division's business manager to participate in and gain knowledge of:
- Division financial modeling and forecasting
  - Budget management and reporting
  - Procurement and contracting
4. Working with the Division's Communications Manager to participate in and gain knowledge of:
- Development of the Division's aviation safety publications
  - Graphic production, videography and photography to tell the story of the Division's efforts
  - Leveraging of social media for outreach and promotion
  - Division public outreach and special events, including airport open houses and fly-in's
  - Website management and development

This position is located at The Division of Aeronautics Offices at Front Range Airport, 5126 Front Range Parkway in Watkins, about four miles southeast of Denver International Airport. Division staff travels throughout Colorado in the conduct of their job duties, and the successful candidate will have the occasional opportunity to travel with Division staff (at the Division's expense).

**Education and Experience Requirements:**

*Qualified candidates* must be:

- Enrolled as a junior or senior undergraduate student at an accredited four-year college or university, or a master's program student majoring in aviation management, aviation technology, public administration, business or closely aviation-related program; or
- A recently graduated college student with at least a 3.0 cumulative GPA, with a major in aviation management, aviation technology, public administration, business or closely aviation-related program . "Recently graduated" means the individual should have attended an accredited four-year college or university, or graduate program, and have graduated from that college or university during the past two years, with a degree in aviation management, aviation technology, public administration, business or closely aviation-related program.

A copy of your transcripts must be attached to this application; unofficial copies are acceptable.

The *exceptional candidate* will be an undergraduate four-year college/master's program student, or recent graduate as defined above, with a demonstrated interest in and passion for a career in both public service and the aviation industry, with documented accomplishments in the following specific areas:

- Familiarity with the basic principles of airport planning, operations and management
- Familiarity with flight operations, regulations and procedures. Possession of pilot's certificate beneficial (but not required)
- Knowledge of applicable Federal Aviation Regulations, including 14CFR Parts 77, 91 and 139
- Excellent interpersonal skills, and ability to function in an enjoyable yet high-performing work environment
- Excellent verbal and written communication skills
- Ability to perform assignments and duties with minimal supervision

For more information contact:

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