



National Business Aviation Association

Job Description

Job Title: Intern, Operations Division
Division: Operations
Reports To: Project Manager, Operations Service Group
FLSA Status: Non-Exempt
Prepared Date: 3/24/2011
Location: Washington, DC
Status: Temporary Full Time - Summer

SUMMARY

The Operations Division Intern position is designed to provide an undergraduate college student, with an interest in business aviation, exposure to various aspects of NBAA. The intern will assist subject matter experts with research activities on regulatory and technical issues related to the operation of business aircraft. The intern will also perform administrative tasks related to Operations Division projects.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To succeed in this internship, an individual must be able to perform each essential duty satisfactorily. Specific duties and responsibilities include but are not limited to:

- Researches legislative, regulatory, technical and aviation information to assist in responding to Member inquiries or creating new resources for the NBAA website.
- With direction from Operations Division staff, reviews NBAA website content for accuracy and makes suggestions for potential updates.
- Reviews NBAA Certified Aviation Manager (CAM) program files to ensure they are in compliance with certain accreditation criteria.
- Reviews CAM applicant files to monitor status of each applicant in the accreditation process.
- Works with Operations Division staff to review NBAA On Demand Education products and make recommendations as to which products should be archived.
- Assists with development of marketing materials for NBAA On Demand Education webinars.
- Reviews certain publications that exist in a printed format and makes recommendations as to how the publication can be transferred to a web based product.
- Provides administrative support to NBAA Regional Representatives by updating contact information for regional groups and assisting in coordination of webinars.
- Provides administrative support to the Operations Department including scanning printed documents for archival purposes, drafting correspondence, updating the NBAA membership database.
- Assists with special projects, including, but not limited to research and analysis of flight operations data, surveys of Members, analysis of legislative or regulatory proposals, and NBAA Committee projects/deliverables.
- Follows and administers all company policies and acts as a role model in the adherence to policies.
- Travel – None
- Budgetary Responsibility: None.
- Supervision Received: The intern will be provided with detailed instructions for each project that is assigned. Once a project is assigned, minimal direct supervision will be provided and the intern is expected to work independently in achieving the project goals. All of the intern's work product will be closely reviewed by the supervisor.
- Decision Making – Scope of Authority: Works closely within clearly defined procedures.
- Contacts: Internally within NBAA, interact daily with all levels of the organization, mostly with other specialists, directors and vice presidents. Generally, this is to gather information from them. However, there are times when reporting information is required as well.

NON ESSENTIAL DUTIES AND RESPONSIBILITIES

- None.

SUPERVISORY RESPONSIBILITIES

- None.

REQUIRED QUALIFICATIONS

Specific requirements include but are not limited to:

SKILLS, KNOWLEDGE & ABILITIES

- Effective oral and written communication skills including the ability to interact successfully with internal contacts.
- Excellent interpersonal skills and demonstrated ability to work in a team as well as independently.
- Strong attention to detail.
- Good decision making and problem solving skills.
- Solid mastery of Microsoft Office Suite, including Word, Excel, PowerPoint, Outlook
- Ability to utilize (e.g., search, enter data, create and obtain reports) NBAA's Membership database, iMIS (training is provided)
- Familiar with a variety of office machines and equipment such as a calculator, Fax and copier machine.
- Excellent organizational skills.

EDUCATION

- Four-year accredited bachelor's degree or currently enrolled in four-year accredited bachelor's degree program.

EXPERIENCE

- Experience with organizing projects effectively and successfully managing multiple projects and deadlines simultaneously.

DESIRED QUALIFICATIONS

- Business aviation experience (through an internship or temporary employment) in a flight department or charter operation.
- Minimum of FAA-certificated private pilot certificate, dispatcher's license.

PHYSICAL AND MENTAL REQUIREMENTS

The physical and mental requirements described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

PHYSICAL REQUIREMENTS

- Reaching, lifting, fingering, talking, hearing and repetitive motion.
- Sedentary work – Exerting up to 10 pounds of force occasionally, sits most of the time.
- Close visual acuity to perform activities at distances close to the eye.

MENTAL REQUIREMENTS

- Comparing, copying, computing, compiling, analyzing, coordinating, and synthesizing.
- Must be able to handle periods of moderate stress.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)
- The noise level in the work environment is usually moderate.