



Richard M. Daley  
Mayor



Rosemarie S. Andolino  
Commissioner

CITY OF CHICAGO  
Department of Aviation

**Notice of Job Opportunity**

Rosemarie S. Andolino, Commissioner of Aviation

**STUDENT INTERN - TC-0404**

The Chicago Department of Aviation (CDA) is seeking students who are interested in gaining knowledge and valuable work experience in public sector/city government operations. Students are assigned duties specific to the various operational needs of the Department of Aviation. This is a paid internship and students majoring in various disciplines are encouraged to apply.

**MINIMUM QUALIFICATIONS:** Must be a student in good academic standing currently enrolled in an accredited college, university, or law school **OR** a student in good academic standing currently enrolled in an accredited business or data processing/information technology school, with a minimum cumulative grade point average of 2.5 on a 4.0 grading scale or a 3.5 on a 5.0 grading scale.

**PREFERENCE:**

Students in all disciplines are encouraged to apply.

Preference will be given to the majors listed below and students will be assigned to the following Sections based on college major:

**SECTION**

- Finance/Accounting
- Marketing/Media Relations
- Human Resources
- Contracts/Procurement
- Information Technology
- Design & Construction
- Facilities
- O'Hare/Midway Operations
- Safety/Security
- Intergovernmental Affairs

**PREFERENCE WILL BE GIVEN TO THIS MAJOR:**

- Accounting/Auditing/Finance
- Marketing/Graphic or Web Design/Public Relations
- HR Management/Law/Industrial Psychology
- Business Administration/Liberal Arts/Law
- Information Technology
- Construction Mgmt/Electrical or Mechanical Engineering
- Civil Engineering
- Aviation Management/Flight Programs
- Safety/Law Enforcement
- Law/Political Science

If there are insufficient applicants, based on major preferred, other degrees may be considered for each section.

**INSTRUCTIONS:** Interested applicants must submit a cover letter and resume with the following attachments in order to be considered for the internship: **current transcript, current letter of enrollment verification and grade level** from the school registrar/dean confirming current enrollment (or the National Student Clearinghouse Proof of Enrollment Certificate). **Only applicants that have submitted all requested documents listed above will be considered for the internship.**

Please submit all documents via e-mail to **Antonia Gonzalez** at [aviationinterns@flychicago.com](mailto:aviationinterns@flychicago.com) or fax to 773-462-1716.

**NOTE:** Student should be available to work a minimum of 20 hours per week during the school term. During the summer, students must be available to work Monday through Friday for a total of 35 hours per week.

**RESIDENCY REQUIREMENT:** An applicant must be an actual resident of the City of Chicago. Proof of residency will be required at the time of employment.

**APPLICATION DEADLINE:** **March 8, 2010**

**SALARY:** **\$8.25/hour** for college freshman and students enrolled in business school or data processing / information technology schools offering an associate's degree; **\$9.00/hour** for college sophomores; **\$10.00/hour** for college juniors; **\$11.00/hour college seniors and \$12.00/hour** graduate and law students. **Salary is based upon grade level completed at the time of employment.**

**DUTIES:** Duties include but are not limited to the following: under immediate supervision, perform various administrative functions to support program activities. Compile and tabulate statistical data and research and collect information for inclusion in studies and reports. Use various software packages to type documents, create spreadsheets and maintain databases. Maintain records and prepare work activity reports. Perform various office clerical functions. Participate in the organization, set-up and administration of special events and program activities and perform related duties as required.

**NOTE:** These are **temporary** positions. The number of available positions is limited.

IF YOU ARE A PERSON WITH A DISABILITY AND REQUIRE A REASONABLE ACCOMMODATION IN ORDER TO PARTICIPATE IN THE APPLICATION PROCESS, PLEASE CONTACT THE CITY OF CHICAGO, DEPARTMENT OF HUMAN RESOURCES AT 312-744-4976 (VOICE) OR 312-744-5035 (TTY). YOU MAY BE REQUIRED TO PROVIDE INFORMATION TO SUPPORT YOUR REASONABLE ACCOMMODATION REQUEST.

**Note:** Applications must be submitted by the individual applying. No second party applications may be accepted.

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

**City of Chicago is an Equal Opportunity/Affirmative Action Employer**