



CHICAGO ROCKFORD
INTERNATIONAL AIRPORT

Updated: 2/12/2026

FLSA: Non-Exempt

Salary Class:

Reports to: Operations Manager or Designee

Airport Intern

Nature of Work

The Airport Intern position provides an opportunity to learn various aspects of airport management and is intended to provide a start to a future professional in the airport management and operations field. Under general supervision provides support to managers and supervisors.

Essential Functions

Provides support to airport department managers and supervisors for special projects and other necessary tasks.

Coordinates the flow of paperwork and electronic correspondence between departments.

Composes and edits reports letters, publications, and other documents, as necessary.

Establishes and maintains cooperative relationships with the representatives from the community, consumers, employees, and public interest groups.

Talks with public in person, by telephone or email, provides the necessary information and follows through on the resolution of problems in a polite and courteous manner.

Creates and maintains various databases.

Supervision Received

Works under general supervision of the Operations Manager or Designee.

Working Conditions & Physical Demands

Remaining in a stationary position, often standing or sitting for prolonged periods.

Repeating motions that may include wrists, hands, and/or fingers.



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Knowledge, Skills and Abilities

Ability to format and organize correspondence, reports, and other written documents.

General knowledge of office practices, procedures, and equipment.

Proficient in use of Microsoft Office programs including, Word, Access, Excel, PowerPoint, and Outlook.

Acts independently and logically to implement policies of supervisor.

Identifies, communicates, enforces, and resolves potential unsafe conditions on the airfield.

Interprets and makes decisions in accordance with laws, statutes, regulations, and established policies.

Works cooperatively with other authority employees and public.

Communicates orally with employees and public in face-to-face and one-on-one settings, in groups settings, or using the telephone or email.

Comprehends and makes inferences from written material.

Learn job-related material, primarily through oral instruction and observation.

Produces written documents with clearly organized thought using proper sentence construction, punctuation, and grammar.

Acceptable Experience and Training

Currently enrolled in a program in an Aviation, Education, or Business field or equivalent; or completion of a four-year program with intention of pursuing an airport career. Other combinations of experience and education that meet the minimum requirements may be substituted. Proof of a valid state driver's license is required. Must satisfactorily meet and maintain STA and CHRC background check requirements.