

WHO WE ARE



BOCA RATON AIRPORT AUTHORITY

As a special district of the State of Florida, the Boca Raton Airport Authority oversees the Boca Raton Airport — a vital general aviation hub that plays an instrumental role in propelling the region's economic growth, serving as an asset for local businesses and global travel.

INVESTING IN THE FUTURE

Understanding the industry's need to prepare the next generation of aviation professional for success, we are excited to offer our **Airport Internship Program**.

Our internship initiative connects with the Authority's mission to advance aeronautical and economic benefits to our business and community stakeholders. With this initiative the Authority's ambition is to develop leaders in airport management to serve and strengthen our community.



APPLY NOW




Interested applicants should forward PDF copies of their cover letter and resume to:
airportauthority@bocaairport.com

LEARN MORE

To learn more about the Boca Raton Airport Authority and internship opportunities, visit our website:
www.bocaairport.com



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Boca Raton Airport Authority

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Helping Our Community Soar



INTERNSHIP PROGRAM



**BUILDING
FUTURE LEADERS**
IN AIRPORT MANAGEMENT

INTERNSHIP PROGRAM

Our **Airport Internship Program** is designed to develop future leaders in airport management. Through structured guidance and hands-on opportunities, interns engage with airport stakeholders and gain invaluable insights into both the operational and business aspects of a leading general aviation facility.

BENEFITS OF THE INTERNSHIP

Broad-Scope Experience:

Expect to apply knowledge on essential work in various capacities, while gaining a comprehensive understanding of airport management.

Networking and Engagement:

Exceptional opportunities to interact with community leaders, stakeholders and industry professionals, while acquiring special insights and invaluable connections for future careers.

Making an Impact:

Produce meaningful work and develop career skills while contributing to the Airport's mission to serve as an asset to stakeholders and the greater community.

INTERNSHIP POSITIONS

ACCOUNTING & ADMINISTRATIVE INTERN

Acquire knowledge and administrative experience in various disciplines of accounting, human resources, and contract management, honing skills that are vital to effective airport administration.

- **Accounts Payable and Receivable**
- **Human Resources**
- **Payroll**
- **Lease Management**
- **Contract Management**
- **Budget**
- **Audit Preparation**

AIRPORT OPERATIONS INTERN

Gain hands-on experience in a wide range of airport operations, from ensuring regulatory compliance and safety measures to participating in active construction projects and systems management.

- **Airport Inspection Programs**
- **Airport Security Program**
- **Safety Management System Program**
- **Noise Abatement Program**
- **Regulation Compliance**
- **Construction Projects**
- **Airfield Service Equipment**
- **Airfield Lighting System**

JOB DETAILS

Business Hours

Monday–Friday
8:00 a.m. – 4:30 p.m. (30-minute lunch)

Position

Part-Time.
Maximum number of hours per week: 32 hours.

Internship Duration

Approx. 3 months

Pay Rate

\$22/Hour

Deliverable Requirements

Weekly Activity Logs
Final Intern Report

WHO IS ELIGIBLE

College students currently enrolled in bachelor or graduate degree programs related to aviation or business. Undergraduate students must be in their junior or senior year. Applicants must hold a valid United States driver's license. Candidates must have an interest in aviation and airport management.

Applications are accepted on an ongoing basis, with successful candidates notified roughly three to six months before the internship session commences.

