



Phoenix-Mesa Gateway Airport Authority
Human Resources Department
5835 South Sossaman Road
Mesa, Arizona 85212-6014
Telephone: 480-988-7626
FAX: 480-988-1357
www.phxmesagateway.org

**NON-PAID
AIRPORT INTERNSHIP PROGRAM
with
ARIZONA STATE UNIVERSITY
DEPARTMENT OF AERONAUTICAL MANAGEMENT TECHNOLOGY
Air Transportation Management**

Introduction:

The Phoenix-Mesa Gateway Airport Authority (PMGAA) and Arizona State University (ASU), Aeronautical Management Technology Department (AMT), have entered into a Letter of Agreement providing for the establishment of an Internship Program. The program will help prepare students to work effectively in the business world after graduation. Gaining real-world experience also helps the participants to make more informed career choices which will result in higher job satisfaction and higher productivity. This summary outlines the requirements and selection process for students in the *Air Transportation Management* program.

Students may be selected for a *non-paid internship* ranging from three to six months (150 hour minimum). PMGAA will work with each intern to establish a schedule of at least 8 and no more than 32 hours per week during normal business hours (8 am to 5 pm Mon-Fri). Hours and workload will be based on department need and student schedules. Interns will work on projects assigned by the department manager and participate in other activities designed to broaden their perspective of airport management.

This non-paid internship program is eligible for AMT course credit if pre-coordinated with an AMT academic advisor in advance.

Minimum Qualifications Required:

- ➔ Applicants must be an enrolled junior, senior, or graduate student at Arizona State University, Department of Aeronautical Management, Air Transportation Management Program.
- ➔ Applicants must possess at least a 3.0 cumulative grade point average (GPA) on a 4.0 scale at the time their application is submitted.
- ➔ Applicants must be able to pass a Transportation Security Administration (TSA) security background check including the submission of fingerprints allowing the Airport to conduct a Criminal History Records Check.

Application & Selection Process:

Applicants meeting the above requirements should state so in a letter of interest submitted to the Human Resources Manager of PMGAA along with a current resume, transcripts, and a completed PMGAA application packet. The Human Resources Department will screen letters of interest and qualifications to match qualified students with a sponsoring department when able. When letters of interest exceed available positions, panel or one-on-one interviews may be held.

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| To request | an Application Packet be mailed to you, please call 480-988-7626. |
| To download | an Application Packet, visit our web site at www.phxmesagateway.org |
| To mail | an Application Packet, send to Phoenix-Mesa Gateway Airport Authority
Administrative Offices Building, Attention: Human Resources Department,
5835 South Sossaman Road Mesa, AZ 85212-6014 |
| Office hours | Administrative Offices Building is open Monday-Friday from 8:00 a.m. to 5:00 p.m. |

Recruitment	Application Information
<p>The selection process may vary if determined necessary. This recruitment may be used to establish an eligibility list for future openings. Every effort will be made to process your application in a timely manner. The selection process ensures a thorough review of all applications to determine those who meet the minimum requirements for the position.</p> <p style="text-align: center;"><u>You will be contacted by phone if selected for the next step in the recruitment.</u></p>	<p style="text-align: center;">All applications (and supplements if provided) must be signed and received by the Phoenix-Mesa Gateway Airport Authority (PMGAA), Human Resources Department at Administrative Offices, 5835 South Sossaman Road, Mesa, AZ 85212-6014 by 5:00 p.m. on the closing date.</p>
Selection & Pre-Employment Process	Reasonable Accommodation
<p>Depending on the position, any or all of the following may be required prior to employment with PMGAA:</p> <p><u>Application Packet Screening:</u> Application packets will be reviewed and qualified applicants whose experience and training most closely suit the needs of PMGAA may be invited for future tests or interviews.</p> <p><u>Testing:</u> If applicable to the position.</p> <p><u>Interview:</u> An Interview Panel conducts all interviews. An eligibility list will be established from these interviews. Final selection will be made by the appropriate department head. All candidates that are interviewed and not selected will be notified of their status via phone or mail.</p>	<p>If an applicant requires a “Reasonable Accommodation” in the recruitment process, the applicant must submit a written request to the Human Resources Department after the job posting closing date and a minimum of five working days before the recruitment process begins.</p>
	Identification Badge
<p><u>Background Investigation:</u> The successful candidate(s) must submit a completed background questionnaire. PMGAA conducts thorough background investigations. All offers of employment are contingent upon satisfactory investigation results. Falsifying information or lying during any stage of the selection/hiring process will result in candidate disqualification for new or continued PMGAA employment.</p> <p style="text-align: center;"><u>Employment Eligibility Verification Form I-9 and E-Verify:</u></p> <p>At the time employment begins, the Department of Homeland Security U.S. Citizenship and Immigration Services Form I-9 is to be completed and the information will be submitted to E-Verify.</p>	<p>New hires will be subject to reimburse PMGAA the cost(s) of the initial Airport Identification badge and background investigation and/or fingerprint based Criminal History Records Check (CHRC) if their orientation period is not completed successfully.</p>
	Equal Opportunity Employer (EOE)/AA M/F/D/V
	<p>Phoenix-Mesa Gateway Airport Authority (PMGAA) is an Equal Employment Opportunity (EEO) and an Affirmative Action (AA) employer. All qualified applicants for available positions are considered without regard to race, color, gender, religion, age, national origin, disability, or veteran status. M/F/D/V stands for Male, Female, Disabled, and Veteran. Applicants are invited to complete the Employment Applicant Profile Sheet to self identify. It is the policy of Phoenix-Mesa Gateway Airport Authority to assure an equal employment opportunity to all qualified applicants based solely on an individual’s ability to perform the essential functions of a job.</p>