



## Midwest Aviation Student Internship Program

### Overview

Midwest Aviation, the flight department for Kiewit Corporation, is announcing an internship program for the 2012-13 academic year. The Midwest Aviation student internship program is an opportunity for one motivated UNOAI student to gain operational experience in the corporate aviation environment. The student will gain insight into the various job functions required to meet the unique demands of corporate aviation. This opportunity is open to all UNOAI students. It is a 16 week paid internship with flexible hours to meet the student's schedule.

### Duties and Responsibilities

The student can expect to gain exposure in the following operational areas:

- **Aircraft and crew scheduling** – Coordinating the assignment of appropriate crewmembers and aircraft to trip requests, including last minute trips and unscheduled diversions.
- **Flight operations** – Managing the logistical aspects of trips while taking into consideration aircraft limitations, FARs, security, airport location, minimum runway lengths, available fuel, weather, ground transportation, catering and customs as required.
- **Aircraft maintenance** – Maintaining the airworthiness and value of company aircraft. This includes the coordination of scheduled and unscheduled maintenance, monitoring required inspection intervals, spare parts inventory, inspection of shop tools and hangar safety.
- **Operational budgeting** – Forecasting annual budget requirements and monitoring variances, long range capital outlays/future planning, exposure to accounting functions applicable to flight departments.
- **Training** – Selection and scheduling of initial and recurrent training sessions. Examples include aircraft specific training for pilot and maintenance employees, CRM, First Aid/AED, weather radar, OSHA and aircraft deicing/anti-icing procedures.
- **Safety Management System** – Analyzing and tracking hazard/incident reports and working with our Safety Committee to propose risk mitigating strategies.

The student will also have the opportunity to ride along on observation flights in order to better understand how the aircraft assists the corporation in meeting its overall business objectives.

### Qualifications

- At least a junior in good standing with a 3.0 or higher GPA
- Strong interest in a business aviation career
- Excellent written and verbal communication skills
- No restrictions in passing background check for airport ramp ID

This internship will also allow the student to critique Midwest Aviation's operational practices. This includes standard operating procedures, training events, checklists, CRM and regulatory compliance. The expectation is that the student will contribute to our success by utilizing their knowledge to assist us in keeping our current procedures relevant and by staying actively abreast of industry trends.

To apply submit a resume and one page essay describing why you would like to be considered for the position to Scott Vlasek.