



## **INTERNSHIP OPPORTUNITY**

### **Intern, Airport Terminal Operations**

Earn credit while actively gaining work experience in your field of study.

The NFTA is a public authority serving Erie and Niagara counties. The NFTA employs 1,500 individuals, and it owns and operated the Buffalo Niagara International Airport and the Niagara Falls International Airport as well as Erie County's public transportation system Metro Bus and Rail. The purpose of the Airport Terminal Operations Internship Program at the Buffalo Niagara International Airport is to provide qualified students with practical and valuable project-based learning experiences within their related field of study. All tasks completed within the internship program are aligned with the program's guidelines and fall under the objectives of the Asst. Air Terminal Superintendent description.

#### **ESSENTIAL FUNCTIONS:**

Internship Dates: Fall, spring, or summer semester: exact dates based on availability.

Compensation: Academic Credits (max. 5 credit hours) based on availability

Location: Buffalo Niagara International Airport, 4200 Genesee Street, Cheektowaga

#### **KNOWLEDGE, SKILLS and ABILITIES:**

Duties: Assist with the daily operations in the Terminal, including interacting with the public, airlines, volunteers, security, police, other NFTA airport departments, and vendors who work at the airport. Under supervision, assist with terminal improvement initiatives, daily operation process improvements, organizing maintenance projects, and other day to day airport terminal operations. Strong communications skills & the ability to multi-task required. Strong understanding of technological processes and social media management & interactions preferred.

#### **MINIMUM QUALIFICATIONS:**

Candidate must be at least 18 years of age and actively pursuing a degree in Hospitality, Communications, Customer Relations/Service, or related business field. Students must have demonstrated writing skills, and basic computer skills.

Attention to detail, ability to stay focused, good organization skills and self-motivation are all assets.

Graduation from high school or equivalent. Must be able to obtain and maintain a SIDA badge/US Customs and Border Protection Seal.

#### **NOTE:**

To apply for this internship please submit the following:

- Resume with cover letter including related experiences as well as writing samples. Include work availability

Send resume and other material to:

Dan Stroehlein, Asst. Terminal Superintendent

Buffalo Niagara International Airport, 4200 Genesee Street

Buffalo, New York 14225

Or, Dan.Stroehlein@nfta.com

*The NFTA is an Equal Opportunity Employer.*