



AMAC BUILDS CAREERS

INTERNSHIP PROGRAM 2024

Intern
Applicant
Guide

AMAC INTERNSHIP PROGRAM OVERVIEW

The mission of the AMAC Internship Program is to provide access to internships within the aviation industry. We achieve this mission by offering the opportunity to grow personally and professionally. After determining the intern's interests, the intern will be matched with a host organization offering exposure and experience. Interns will be assigned a supervisor from a host airport or company.

Interns will work on-site as a part of the team to learn about the job functions and to receive hands-on experience by completing assignments. The core internship sites are over 10 weeks; however, the internship may be extended an additional two weeks before and/or after the core dates upon mutual agreements between the employer and the intern.



🕒 Timeline

Applications Due	February 29, 2024
Applications Reviewed	March 4–22, 2024
Internship Core Start Date*	June 3, 2024
Internship Core Ending Date*	August 9, 2024

**Dates are Determined by the Host and May Vary*

AMAC INTERNSHIP PROGRAM OVERVIEW

Intern Eligibility

- U.S. Citizen
- Junior or Senior Student (Completed 60 Semester Hours or 90 Quarter Hours) in Good Standing and Enrolled in an Accredited College, University or Trade School or Recent College, University or Trade School Graduate (Within the Previous 12 Months)
- Minimum 2.8 GPA
- Completed Application
- Official or Unofficial Transcript From College, University or Trade School
- One Recommendation Letter From a College Instructor, Current or Previous Employer or Volunteer Services Coordinator
- Resume

Interest Areas

AMAC provides internships to students interested in pursuing aviation-related careers in all disciplines; however, the below will be prioritized:

- Accounting
- Airport and Airline Management Services
- Air Traffic Control and Dispatching
- Architecture
- Aviation
- Aviation and Avionics Maintenance
- Business Management
- Civil, Chemical, Structural, Mechanical and/or Electrical Engineering
- Communications
- Computer Science
- Construction/Construction Management
- Engineering
- Environmental Science
- Finance
- Marketing
- Piloting and In-Flight Services
- Transportation Management
- Urban and Municipal Planning
- Weather Science and Aerospace Engineering

Intern Action Items Post Program Completion

Interns will expand their network through interaction with AMAC member entities, exposure to aviation and related industry professionals and interactions with other AMAC interns.

As a part of the experience, interns will present to AMAC members about their internship experience.

Submit Your Application!

INTERN APPLICATION

AMAC INTERNSHIP PROGRAM FAQs

I am interested in participating. What is the process?

Please visit www.amac-org.com/builds for the latest updates. Review this guide and apply online by accessing the application through the link on the previous page.

What are the benefits of the AMAC Internship Program?

The opportunity for interns to connect with established aviation professionals. As you become an emerging professional, networking is a key tool to support your professional growth.

Is this program in-person or virtual?

All internships will be offered in person unless a host provides a virtual arrangement.

Where is the internship located?

The host employers who are AMAC members have locations nationwide. You can select your preferred location in your application. Our goal is to connect you with an organization in your area. There may be limited opportunities that do require relocation or may be virtual, and the arrangements for those internships will be handled on a case-by-case basis.

What are my obligations as an intern?

You are expected to meet with your supervisor at least twice a week to receive your tasks and to check in on your progress. The number of hours you agree to work is established between you and your supervisor. You will be expected to check in with your supervisor at the beginning of your work day. Your supervisor will determine the best means to track progress and completion of assignments.

Is the intern responsible for a final deliverable after the internship?

As a part of the experience, at the end of the internship, all interns will present their internship experience to AMAC members and the internship cohort.

As a participant in the internship program, will I be able to use the organization as a reference at the conclusion?

If both the intern and host deem the internship a success, AMAC anticipates that the organization would endorse a request for recommendation; however, each host has its policies regarding providing recommendations.