



# AMAC BUILDS CAREERS

INTERNSHIP PROGRAM 2024

Host and  
Sponsor 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.

## ➔ Role of Host Organization:

- Provide a meaningful aviation industry-related experience/assignment for your intern. The project should contribute to your organization's success and benefit the intern.
- Ensure that your intern participates in AMAC-provided support and developmental activities throughout the core session.
- Assign your intern a supervisor committed to meeting with the intern at least twice weekly to check in on the intern's progress.

## 🔗 Role of Sponsor Organization:

- Sponsors are organizations or individuals that cannot provide employment. However, they would still like to support the talent pipeline's building and impact interns' lives by providing other support resources.
- Support resources may include various levels such as travel and lodging for interns assigned work opportunities outside their home city, offset the travel cost for interns to attend the AMAC Airport Business Diversity Conference or participate in other AMAC programs, etc.

## 🕒 Timeline

Applications Due	<b>February 29, 2024</b>
Applications Reviewed	<b>March 4-22, 2024</b>
Internship Core Start Date*	<b>June 3, 2024</b>
Internship Core Ending Date*	<b>August 9, 2024</b>

\*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

**Submit Your Application!**

**HOST AND SPONSOR APPLICATION**

# AMAC INTERNSHIP PROGRAM FAQs

## **I am interested in participating. What is the process?**

Please visit [www.amac-org.com/builds](http://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 AMAC Internship Program has been designed to help aviation and aviation support entities identify and cultivate untapped talent, thereby building a diverse talent pipeline to meet the present and future challenges of the industry. The program promotes opportunities for interns to connect with established aviation professionals.

## **Is this program in-person or virtual?**

In-person opportunities are preferable; however, virtual positions may also be offered. AMAC will work to match employers and interns in geographically convenient locations. Due to the broad geographic range of opportunities, making an exact match between interns and employers will be attempted but is not guaranteed.

## **My organization cannot host an intern at this time, but I would still like to support this initiative. Can I partner with another host or sponsor to provide expense provisions for an intern?**

AMAC encourages members to participate in the way that best suits their current business needs. If a host and partner organization would like to work together to provide an opportunity for an intern, this may be arranged.

## **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.

## **Will I have to provide a reference for the intern in the future?**

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.

## **Am I required to sponsor my intern(s) to attend the AMAC Airport Business Diversity Conference?**

Although conference attendance is not mandatory, we hope you consider supporting your intern(s) in attending the conference as a part of their total internship experience. During the conference, they will be exposed to the wide range of careers in the world of aviation and connect with the vast array of professionals who will be part of their network along their career journey.