

## **Pensacola Airport Intern**

### **Minimum Preparation for Work:**

College or high school student, 16- to 24-years old, who resides or attends school within the City of Pensacola, Florida.

### **Necessary Special Requirements**

Strong organizational and personnel management skills. Proficient skill in Microsoft Suite (Word, PowerPoint, Excel) software program. Excellent time management skills and ability to coordinate interrelated projects. Strong interpersonal and conflict resolution skills.

### **Nature of Work:**

Entry-level clerical work in the completion of daily office administrative tasks. An employee in this class performs various standardized and routine work and complexity. Work involves the application of independent judgment based on knowledge of the activities, practices, procedures, and policies of the department/division. Work is performed under the general direction of a senior administration official.

### **Examples of Work:**

- This employee provides customer service-related tasks to the general public in person or by telephone. While performing the essential functions of the job, this employee works in a typical office setting, uses standard office equipment, reads printed material, uses software programs, and reads from a computer screen.
- Assists in supporting a functional area of a large department/division through completing various clerical tasks, including processing incoming mail, maintaining spreadsheets and databases, running reports, and maintaining files.
- Coordinates and maintains calendars to include events and/or meetings as needed to assist in scheduling individuals, reserving meeting spaces, and other related tasks associated with meeting preparation and planning.
- Oversees and coordinates the recruitment, training, and scheduling of the Airport's Customer Service team and special program volunteers.
- Performs other duties as assigned.

### **Work Environment:**

Work is primarily sedentary in nature and performed in an office environment. The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

*This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.*