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Burbank Airport Internship Opportunities 2025 For Employments

Description

The Burbank Airport Internship Program 2025 offers students and recent graduates an exciting opportunity to gain hands-on experience in the aviation industry. Interns will work closely with Burbank Airport teams in various operational, administrative, and customer service functions. This program is designed to provide valuable industry exposure, enhance professional skills, and serve as a stepping stone for future career opportunities in the aviation and transportation sectors.

Responsibilities

- Assist in the daily operations and management of airport functions, including customer service, logistics, and security procedures.
- Support administrative tasks such as data entry, filing, and preparing reports for various departments.
- Engage in customer-facing roles, offering support in ticketing, check-in, and providing general airport information to travelers.
- Collaborate with airport staff to help ensure smooth and efficient operations during peak times.
- Participate in team meetings and assist in brainstorming and implementing new operational strategies.
- Aid in the maintenance of safety and security protocols, ensuring compliance with airport regulations.
- Work alongside experienced professionals to learn about airport infrastructure, logistics, and the regulatory framework of the aviation industry.
- Contribute to special projects and assignments as directed by department managers or supervisors.
- Provide insights and feedback to improve the overall passenger experience and operational efficiency.

Qualifications

- Must be currently enrolled in or have recently completed an undergraduate or graduate program (preferably in aviation, business, public administration, hospitality, or related fields).
- Strong academic standing with a minimum GPA of 2.8 or higher (on a 4.0 scale).
- Willingness to learn about the aviation industry and airport operations.
- Must be legally authorized to work in the United States.

Experience

- Previous work or internship experience in customer service, business operations, or administrative roles is a plus but not required.
- Experience in aviation, logistics, hospitality, or travel-related industries is an advantage.
- Familiarity with airport processes, security, or airline operations is beneficial.

Hiring organization

Burbank Airport Internship

Employment Type

Intern

Duration of employment

6 Months

Industry

Airlines and Aviation

Job Location

Burbank, CA, United States,
91501,, Burbank,, CA,, United States,

Working Hours

8

Base Salary

10

Date posted

January 1, 2025

Valid through

15.01.2026

but not necessary.

Skills

- Strong communication skills, both written and verbal.
- Ability to work well in a fast-paced environment and under pressure.
- Exceptional organizational and time-management skills.
- Team player with the ability to collaborate across various departments.
- Attention to detail and ability to follow strict protocols.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and other basic computer applications.
- Problem-solving skills and the ability to handle customer inquiries with professionalism.
- Customer service-focused with a positive and helpful attitude.

Job Benefits

- Hands-on experience in the dynamic environment of a busy airport.
- Mentorship from professionals in the aviation industry.
- Opportunity to network with professionals in aviation, logistics, and customer service.
- Gain insight into airport management, operations, and the aviation regulatory environment.
- Potential for future full-time employment opportunities with Burbank Airport or its partners.
- Access to workshops, seminars, and training sessions on aviation industry trends, safety, and security.
- Stipend or hourly compensation (if applicable) for internship duration.
- Flexible work hours with the possibility of academic credit (consult with your school advisor).

How To Apply

Interested candidates should submit the following documents to the Burbank Airport Internship Program by the application deadline:

- A current resume or CV highlighting relevant coursework, work experience, and extracurricular activities.
- A cover letter expressing your interest in the internship, your career goals, and how you would contribute to the airport's operations.
- Contact information for at least two professional or academic references.
- A copy of your most recent academic transcript.

[Job Vacancies Portal Here:](#)