



**Columbia Metropolitan Airport 2012 Internship Program**  
Human Resources and Airport Information Desk

The Columbia Metropolitan Airport (CAE) is currently accepting cover letters and resumes for Airport internships. The internship program is geared toward, but not limited to students majoring in hotel and tourism, human resources, public relations, transportation, and/or business administration.

The CAE Human Resources interns typical assignments could include: Staffing; employee development and training; compensation and organizational design; employee/ labor relations; administrative duties; policy/program design; diversity etc. HR student Interns must be detail oriented, understand the concept of being managed; with the ability to work in Excel, Access, Publisher etc. A strong interest in the Human Resources career path is a plus. Length of internship and work hours will vary depending on student schedule with a minimum of 100 hours required to complete the Internship program.

The CAE Airport Information Representatives interns could work from 10 -20 hours per week consisting of primarily nights and weekends with possibly some dayshift hours at the Airport Terminal Information Desk. Airport Information Representatives Interns provide general information and assistance to the public. General and support related duties, as assigned. Strong customer service, great interpersonal and communication skills are required. The ability to multitask and cope with conflicting time requirements and situations preferred. Interns must have the capability to operate communications equipment and general office equipment. The Information Desk is open 9:00 a.m. until 9:00 p.m. Monday through Friday and 10:00 a.m. to 6:00 p.m., Saturday and Sunday.

Interns must be at least 18 years of age, enrolled in a higher level academic program, and possess a valid Driver's License. Pay is \$10.00 per hour. Pursuant to Transportation Security Administration regulations; a criminal background investigation is required. The Airport is an EEO/AA Employer.

*Resumes can be  
Emailed to [c.broome@columbiaairport.com](mailto:c.broome@columbiaairport.com)  
Faxed to Human Resources at 803-822-5141 or  
Mailed to  
Columbia Metropolitan Airport  
125-A Summer Lake Drive  
West Columbia, SC 29170  
Attn: Ms. Chappelle Gwen Broome, Director of Human Resources  
Deadline: February 29, 2012*