



King County

International Airport Boeing Field

Finance Administration High School Student Summer Internship

King County International Airport (KCIA)—also known as Boeing Field (BFI)—is one of the busiest primary non-hub airports in the nation. Just four miles south of downtown Seattle, it averages around 200,000 operations (takeoffs and landings) each year. In 2001, it was named by the National Air Transportation Association as one of the “100 Most Needed Airports” in the United States. It is financed by airport tenants’ and customers’ fees, and receives no general tax revenues.

King County International Airport/Boeing Field is offering a paid summer internship to a Seattle Public Schools student in the area of Finance Administration. This internship is full-time, paid at \$15.3295 per hour.

Potential for Student Learning: KCIA has developed a robust internship program; our summer high school interns will work 40 hours per week in Finance and Administration. Each intern will work directly with a KCIA internship advisor who will give them daily tasks and a KCIA internship advisor who will provide curricular support for a final project. Interns will also be given an opportunity to tour BFI, meet and greet with Airport leadership and other workshops and events aimed at their professional development.

Student interns will have the opportunity to learn and exercise administrative skills and skills necessary to work effectively in an airport professional office environment. The student can enhance computer skills in Microsoft Excel, and Microsoft Word, and learn filing systems, records management and confidentiality rules. The student will acquire exposure to diverse career fields represented in airport finance and administration as well as various disciplines and functions of government finance management and administrative systems.

Minimum qualifications:

- Must be enrolled in high school the fall of 2017.
- Must be at least 16 years old by June 1, 2017. Please note that while anyone 16 or older by June 1, 2017 may apply, priority will be given to those entering their Junior and Senior year in the fall of 2017.
- Must commit to 40 hours per week for at least ten weeks during summer.

Desirable qualifications:

- Applicants with no prior internship experience at KCIA.



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Selection Process:

The selection process will include evaluation of applications in relation to minimum requirements and verification of all references. Applicants meeting the minimum qualifications are not guaranteed advancement to the interview. Depending on the number of applicants, King County may establish and implement additional screening mechanisms to comparatively evaluate the qualifications of candidates. If this becomes necessary, only those applicants whose qualifications most closely meet the needs of the Airport will be invited for an interview.

How to Apply:

Interested in applying for this internship? Visit www.kingcounty.gov/jobs and select Airport High School Student Intern. Please submit a King County Application online and a personal statement no later than May 19.

Personal Statement – Please tell us about yourself, including information on why you are interested in gaining work experience at KCIA. You may include accomplishments you are proud of, volunteer or prior work experiences, internship goals, careers of interest, and characteristics unique to you.

For additional information or questions, please contact Tricia Diamond, Program Administrator, via email at tdiamond@kingcounty.gov or by phone at (206) 477-9617.

King County values diverse perspectives, life experiences, and differences. The Department of Transportation encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ, people with disabilities, and veterans. We are committed to being equitable and fair in providing equal access to opportunities for all.