



SECURITY ASSISTANT/INTERN (TEMPORARY - PAID) Syracuse Hancock International Airport Syracuse, NY

Overview of Position and Essential Functions

Syracuse Regional Airport Authority, operator of the Syracuse Hancock International Airport, is seeking a driven, hard-working, and organized individual for a **Security Assistant/Intern** paid temporary position for up to approximately six months. This position provides an opportunity to work directly with our security division on the Airport's background check and badging process to maintain compliance with Code of Federal Regulation Title 49 Part 1542.

The ideal candidate has an interest in aviation, a professional work ethic and appearance, will be team-oriented, a critical thinker, with excellent verbal/written communication skills, excellent attention to detail and organizational skills, and have a courteous and personable demeanor.

Minimum Qualifications

A combination of education and work experience in Criminal Justice/Security, Public Safety, Business Administration, Public Administration, or Aviation/Airport Management, or other related area of study, and administrative support work, including data entry and organization of files. See the job description below for full list of responsibilities and required qualifications.

Must be able to work between 20 and 36.25 hours per week for up to six months.

Must pass a security clearance/fingerprinting background check.

Salary and Benefits

The Security Assistant/Intern is a temporary position. Rate of pay is \$15/hour. There are no fringe benefits. Paid interns are covered under statutory Workers Compensation and NYS Disability benefits.

Application Instructions

In order to be considered for this opportunity, please submit a resume and cover letter via email (PDF or Word) to:

Debi Marshall
Human Resources Manager
Syracuse Regional Airport Authority
1000 Col. Eileen Collins Blvd.
Syracuse, NY 13212
MarshallD@syrairport.org

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SECURITY ASSISTANT/INTERN (TEMPORARY)

DISTINGUISHING FEATURES OF THE CLASS

This temporary position is responsible for providing general administrative and clerical assistance of a confidential nature to Syracuse Regional Airport Authority security division. The work is completed under the direct supervision of the Director of Airport Security or his/her designee. The position requires the performance of clerical tasks to assist the Airport Security Coordinator and Assistant Airport Security Coordinator in their roles to follow Code of Federal Regulation Title 49 Part 1542.

TYPICAL WORK ACTIVITIES

Assists in maintenance of all records relating to security of airport

Assists with compliance with all aspects of CFR49 Part 1542

Assist in collecting and transmitting to the FBI the fingerprints of potential employees and all persons with access to the secure areas of the airport

Assist in collecting and transmitting a variety of data to the Transportation Security Administration and Syracuse Regional Airport Authority

Assist in maintaining all records related to security operations including conducted trainings and employee fingerprints

Review Airport Security programs and makes recommendations for updates and changes to the Airport Security Coordinator

Participates in meetings as required.

Any other tasks or activities as directed by the Airport Security Coordinator or Director of Airport Security.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Thorough knowledge of modern office policies, procedures, terminology and standards.

Demonstrated ability to achieve high performance goals and meet deadlines in a fast paced environment

Strong computer/technical skills and ability to learn and use new programs as needed

Excellent attention to detail skills

Ability to learn, understand and follow the regulations under CFR49 Part 1542.

Ability to learn, understand, and follow Airport Security guidelines and practices.

Good knowledge of FAR Part 139.

Good knowledge of airport operations and regulatory agencies.

Ability to effectively work with a diverse work force.

Ability to give information verbally and in writing in a courteous and easy to understand manner.

Presents a professional appearance at all times

Ability to be courteous to all people served through the security office, including tenants and employees

Ability to maintain confidentiality

PREFERRED QUALIFICATIONS

Previous experience in security, safety, military, or law enforcement is preferred. Interest in Aviation preferred.

MINIMUM QUALIFICATIONS

- A.) Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree in Criminal Justice/Security, Public Safety, Business Administration, Public Administration, Aviation/Airport Management, or other related area of study, or;
- B.) Graduation from a regionally accredited or New York State registered college or university with a Associates degree in Criminal Justice/Security, Public Safety, Business Administration, Public Administration, Aviation/Airport Management, or other related area of study, and two (2) years of administrative support work, or;
- C.) Four (4) years of experience in administrative support work.
- D.) Some combination of the above education and experience.