



# Example of Intern, Compliance Job Description

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Our innovative and growing company is searching for experienced candidates for the position of intern, compliance. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for intern, compliance

- Identify weaknesses in DG Programs and provide suggestions for improvement of training programs
- Contribute in the data evaluation process for input into the FAA Quarterly Reports
- Interface with FAA
- Online verification of computer based training assigned as corrective actions for Company and FAR violations
- Participate in AA Safety Management System (SMS) Data Analysis Groups
- Will have exposure to other AA Operations groups to analyze weaknesses and develop suggestions to improve procedures
- Support and assist in AA Hazmat incident investigations
- Learn how to work as a team member in an office environment
- Prepare presentations for the AA Dangerous Goods Compliance team
- Brief relevant safety trends and aggregate data at SMS meetings

## Qualifications for intern, compliance

- Full-time student, If you are an undergraduate student you have completed your freshman year of college
- Have a minimum of a B average (cumulative 3.0 on 4.0 scale)
- Knowledge of Microsoft Access (or willingness to learn) is preferred
- Proficiency in Microsoft Office tools (Outlook, Word, Excel), shared

- Desire to gain in-depth knowledge in Compliance and Ethics