

JetBlue Airways Co-op Positions

The JetBlue Airways Safety Department has been hiring undergraduate and graduate students for our on-going Flight Safety Co-op Program at the airlines corporate headquarters in Forest Hills, NY. We are currently seeking qualified candidates for the **Fall 2008 Semester**.

The semester long program offers students a real world understanding to the inner workings of an airline. Our Co-op's are exposed to all areas of the airlines operations, safety program management and investigation programs, as well as our voluntary safety programs (e.g. ASAP, FOQA, IEP).

I would greatly appreciate it if your Career Service Office posted our position on your recruiting website, narrow the field to ten candidates, and send us their:

- Cover letter indicating which semester the candidate is applying for (Fall, Spring, or Summer)
- Resume
- 2 Recent Writing Samples
- Most Recent College Transcript

We can also come to your campus and present a **One-Hour Information Session** to answer any questions your students may have.

I appreciate you taking the time to assist our Flight Safety Co-op Program. If you have any questions please feel free to contact me at 718-709-2624.

Yours sincerely,

Jamie Killoch
JetBlue Airways Safety Department

I. Position Summary:

The Flight Safety Coop reports to the Senior Air Safety Investigator and is responsible for assisting and supporting the operation and maintenance of the JetBlue Safety Investigation, Data and ASAP (Aviation Safety Action Program) & FOQA (Flight Operational Quality Assurance) programs. Support includes assisting in and conducting safety investigations and risk assessments, assisting in the analysis of multiple sources of data for relevant trends, conducting daily administrative duties in support of above programs and other tasks as assigned. The Coop will be exposed to all areas of airline operations, safety program management and investigation programs (with strong emphasis in, but not limited to Flight Safety), and voluntary safety program concepts (e.g. ASAP, FOQA, IEP).

II. Essential Functions:

- Imports, manages, categorizes and responds to flight related safety reports submitted via JEMS (JetBlue Event Management System) (20%)
- Performs notifications of notable flight events and enters them into a database for trending purposes (5%)
- Conducts initial risk assessment of safety events (5%)
- Gathers information regarding events to include conducting minor Crew interviews and investigative assessments (20%)
- Conducts basic data analysis so as to assist in identifying relevant trends (10%)
- Assists in the communication efforts and promotion of the Safety Department to front line Crewmembers (5%)
- Administrative functions in support of safety programs (10%)
- Assists in other projects and tasks as assigned (5%)
- Exposure to various departments within JetBlue in order to broaden their aviation and JetBlue experience (20%)
- Other tasks as assigned by Crewleader

III. Interactions:

Supervision Received:

- Receives clear, detailed, and specific instructions and consults with Crewleader on all matters outside the scope of daily responsibilities/activities

Supervisory Duties:

- No supervisory responsibility

IV. Minimum Qualifications: Formal education or training required; certificate/licenses required; number of years and type of prior experience required.

- Be a college sophomore student or higher in good standing with a minimum GPA of 3.0 and working towards a degree in Safety/Human Factors, Aviation Science, Management, or related major
- Previous flying experience; Private Pilot License required; Instrument Rating written test completion preferred
- Safety interest is required -- Safety background is preferred
- Regular attendance and punctuality
- Organizational fit for the JetBlue culture, that is, exhibit the JetBlue values of Safety, Caring, Integrity, Fun and Passion
- Well groomed and able to maintain a professional appearance
- Pass a ten (10) year background check and pre-employment drug test
- Legally eligible to work in the country in which the position is located
- When working or traveling on JetBlue flights, and if time permits, all capable Crewmembers are asked to assist with light cleaning of the aircraft

V. Knowledge, Skills, and Abilities: Verbal and non-verbal communication, reasoning, and computer programs, plus other abilities, such as interpersonal, organizational, planning, customer service, and analytical skills.

- Strong computer skills to include Microsoft Office especially Excel and Power Point; Access/database knowledge preferred
- Excellent analytical and problem solving skills
- Strong written and verbal communications skills
- Strong organizational and planning skills
- Ability to maintain fluid timelines
- Ability to type

VI. Working Conditions:

Equipment:

- Computer and other office equipment

Work Environment:

- Normal office environment; occasional requirement to perform routine observations of flights aboard aircraft
- Domestic travel and international travel is required for training, conferences and other company activities
- Work is normally conducted during regular business hours

Physical Effort:

- Generally not required, or up to 10 pounds occasionally, 0 pounds frequently.
(Sedentary)

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by the Crewmember(s) assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of individuals in this position. Position Expectations may be subject to change as the needs of the organization changes.