



## Join the Jackson Municipal Airport Authority Finance Co-op Program: Where Your Career Takes Flight

At JMAA, we're not just an authority managing airports; we're a pivotal connection between Jackson and the world. With our mission to connect Jackson to the world and the world to Jackson and our vision to be the Airports of Choice, we're committed to excellence in customer experience, continuous improvement, and effective communication and collaboration.

Our six-month Co-op Program, extendable up to a year, offers an immersive experience in aviation finance. You'll be at the heart of operations that manage two significant airports: Jackson-Medgar Wiley Evers International Airport (JAN) - the busiest airport in Mississippi, and Hawkins Field Airport (HKS). These airports are key players in the economic development of central Mississippi and have seen impressive growth and passenger traffic, with JAN serving several of the world's busiest global hubs and home to the Mississippi Air National Guard 172nd Airlift Wing.

### Your Role in Our Mission:

- Engage in Financial Planning & Analysis, Reporting, Commercial Finance, Audit, and Finance Systems.
- Gain hands-on experience in budget support, financial consolidation, reporting, account reconciliation, and more.
- Develop critical skills in data analysis, project management, and innovative process improvement.

### What We Offer:

- **Dynamic Rotation:** Engage in diverse roles across Financial Planning & Analysis, Reporting, Commercial Finance, Audit, Commercial Management and Finance/ERP Systems.
- **Skill Development:** Sharpen your data analysis, project management, and problem-solving skills while innovating and improving business processes.
- **Paid Co-Op opportunity:** individuals selected for this program will receive compensation per JMAA established pay & compensation practices for Co-Op students.

### We Seek:

- **Majors & Student class:** Graduate and Undergraduate Students in 2nd year or above, pursuing degrees in Accounting, Finance, Data Analytics/Artificial intelligence (AI), or Business intelligence (BI) from Mississippi-based universities, ready to be part of an organization driving growth and operational efficiency in the aviation sector.

- **Technical skills:** Proficiency in Excel is required, along with an overall level of expertise in MS Office environments and Data Analytics. Data programming skills (SQL, MATLAB, Python) are preferred.
- **General skills:** Proactive self-starter capable of working independently and in a team environment. Exceptional professionalism and work ethic. Strong written and verbal communication skills
- **Minimum GPA requirements:**
  - Cumulative GPA (from last completed quarter) must be at least 3.000 (on a 4.0 scale) or better (No rounding up).
  - Must be an Undergraduate or Graduate in good academic standing.
  - Must have completed 45-60 credit hours within a related major and/or other related coursework.
- **Selection:** Candidates are selected competitively based on academic achievement, skill sets, and completed coursework in relevant areas of study.
- **Succession:** Successful Co-Op program graduates may be invited back next year and considered for potential permanent opportunities at JMAA
- **Commencement date:** Open until filled; JMAA aims to fill this Co-Op by **April 1, 2024**.

**Apply Now:** Email your resume to [recruiter@jmaa.com](mailto:recruiter@jmaa.com) with “Co-Op Finance” in the subject. Learn more about us at [jmaa.com](http://jmaa.com).

This six-month program, extendable up to a year, is specifically designed to provide hands-on experience in aviation finance, commercial operations, and IT infrastructure at Jackson-Medgar Wiley Evers International Airport and Hawkins Field Airport.

JMAA is an equal-opportunity employer committed to inclusive hiring practices. Note that JMAA does not offer visa sponsorship (OTC, F1, H1, etc.) for this program.



100 INTERNATIONAL DRIVE, SUITE 300  
JACKSON, MISSISSIPPI 39208

Application for Employment  
(Please Print or Type in Black Ink)

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

Applicants are considered for all positions without regard to race, religion, gender, national origin, age, veteran status, the presence of a non-job related physical or mental condition, handicap, or disability, or any other legally protected status. If you require accommodation or assistance in completing this application or in any stage of the employment process, please let us know.

APPLICATION FOR:  
ADVERTISEMENT PERIOD:

**Personal:**

Last Name		First Name		MI
Address				
City		State	Zip	
Social Security #		DOB		
Home Phone #	( )	Alternate Phone #	( )	
Email Address				
Driver License #		Class	Expiration	State

When will you be available to begin if selected for the position?

Are you available to work shifts? Yes ☐ No ☐

Are you authorized to work in the U.S. on an unrestricted basis? Yes ☐ No ☐

*(Proof of citizenship or immigration status will be required upon employment)*

Have you ever been employed with JMAA before? Yes ☐ No ☐

If yes, give dates

Have you ever been convicted of a crime other than minor traffic violations? Yes ☐ No ☐

If yes, state nature of offense, when, where and disposition

*(A conviction will not necessarily disqualify an applicant from employment)*

Do you have any relatives presently employed by the Jackson Municipal Airport Authority? Yes ☐ No ☐

If yes, list names and relationship

Employment with the Jackson Municipal Airport Authority is contingent upon the ability to be granted and maintain ID/secure media badge as regulated by TSA, and a valid driver's license and motor vehicle report in compliance with JMAA's Drivers Policy. A comprehensive pre-employment background check includes an education/experience investigation, a medical physical exam, a drug/alcohol screen, a motor vehicle report and a fingerprint-based criminal history record check.

Education & Training													
	High School				College/Technical/Business				Graduate School				
School Name & Location													
Years Completed (circle)	9	10	11	12	1	2	3	4	1	2	3	4	5
Diploma/Degree (Verification of education required Describe Course of Study:													
Describe Specialized Training, Apprenticeships, Extra-Curricular Activities, Foreign Languages:													

### Employment Experience

Start with your present or last job. If unemployed, start with your immediate past employment. Be specific and complete. Include military service assignments and volunteer activities. Any military service must be documented by providing a DD214 along with this application. Exclude organizational names that indicate race, color, religion, gender, national origin, disabilities or other protected status. Explain any gaps between employments. Failure to explain any gaps in employment will be justification for your disqualification from the selection process. Use additional sheets if necessary.

Your Job Title _____	Telephone Number ( _____ )
Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

Your Job Title _____	Telephone Number ( _____ )
Company Name _____	Employed Dates (Indicate Month, Day and Year)
Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

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Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

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Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

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Address _____	From: _____ To: _____
City, State, Zip _____	Annual Salary:
Name of Supervisor _____	Start _____ Last _____
Describe Your Duties: _____	Reason for Leaving _____
_____	_____
_____	May We Contact This Employer? Yes <input type="checkbox"/> No <input type="checkbox"/>
_____	If No, Please Explain _____
_____	_____
Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	

**Additional Skills**

State any additional information you feel may be helpful to us in considering your application.

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Indicate any professional licenses or certificates, license numbers, their expiration dates and issuing agency.

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**References:**

List the name, address, and telephone number of at least three references who are not related to you and are not previous employers.

Name	Address	Telephone Number

**Applicant's Statement**

I certify that answers given herein are true and complete to the best of my knowledge.

I understand that an investigation of all statements contained in this application for employment will be conducted, to include at a minimum: personal and business references; employment history; education/technical training; and military service. If a conditional offer of employment is extended, I understand that my hiring may be contingent upon successful completion of job-related testing, a medical examination, an alcohol and drug screening, a criminal background investigation, and a motor vehicle report. I agree, upon request, to sign all necessary authorization and consent forms.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**THIS APPLICATION FORM MUST BE COMPLETED IN FULL, SIGNED AND DATED.**



## Jackson Municipal Airport Authority

Human Resources Department  
Post Office Box 98109  
Jackson, MS 39298-8109  
Fax: (601) 664-3514

### Authorization to Release Employment Information

I hereby authorize the Jackson Municipal Airport Authority to obtain information pertaining to my employment, attendance, performance reports, and disciplinary records from previous or current employers. I hereby authorize release of this information. This release is executed with full knowledge and understanding that the information is for the official use of the Jackson Municipal Airport Authority only as may be necessary in arriving at an employment decision.

I hereby release you, as the custodian of such records, from any and all liability for damages of any kind because of compliance with this [authorization](#), and request you to release the information requested.

Please print all information legibly with black ink.

Full Name		Social Security #	
Current Address			
City		State	Zip Code
Telephone # (Day)		Telephone # (Evening)	
Signature of Applicant		Date	



# EOE, M/F, D/V

## APPLICANT DATA RECORD

All applicants are considered for the applied position without regard to race, color, religion, sex, national origin, age, marital status, veteran status, disability (if performance ability coincides with job requirements), or any other legally protected status.

Solely to help us comply with government record keeping, reporting and other legal requirements, we ask that you complete this Applicant Data Record. We appreciate your cooperation. The completion of this Data Record is optional. If you choose to volunteer the requested information, please note that all Data Records are kept in a Confidential File and are not a part of your Application for Employment or your personnel file. Periodic Reports are made to the government on the following information.

YOUR COOPERATION IS VOLUNTARY. INCLUSION OR EXCLUSION OF ANY DATA WILL NOT AFFECT ANY EMPLOYMENT DECISION.

Last Name		First Name	MI
Check one:	Sex:	<input type="checkbox"/> Male	<input type="checkbox"/> Female
Check one:	Marital Status	<input type="checkbox"/> Married	<input type="checkbox"/> Single

Check one of the following:

<input type="checkbox"/> White	<input type="checkbox"/> African American	<input type="checkbox"/> American Indian/Alaskan Native
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Other Specify: _____

How did you hear about us? Check one of the following:

<input type="checkbox"/> Walk-In	<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Friend/Relative
<input type="checkbox"/> Newspaper	<input type="checkbox"/> College/Tech School	<input type="checkbox"/> Other Specify: _____