PORT OF OAKLAND

2015 SUMMER COLLEGE INTERNSHIP OPPORTUNITIES FORM

Please read each description carefully. Of the 15 internship opportunities available, please choose the **top three assignments** you are most interested in and qualified for, and specify them on the Supplemental Questionnaire. (Example – 1st Choice – Aviation Marketing, 2nd Choice – Human Resources, 3rd Choice – Legal)

Opportunity	*Department/Division and Project Assignment*	*Location*
1.	**Aviation/Airport Business Office** Collection and reporting of Aviation operations and financial data for monthly reports and analyses of Airport metrics. Successful applicant should have good analytical and critical thinking skills.	Oakland International Airport - Airport Business Office
2.	**Aviation Marketing** ***(2 openings)*** Data collection and analysis, database development, design and production of reports, research; writing for newsletter and social media.	Oakland International Airport – Earhart Rd 205
3.	**Aviation Security** Preparation of perimeter gate data for inclusion in PortView GIS possibly CCURE programming depending on skills (e.g., computer science / computer engineering).	Oakland International Airport – South Field
4.	**Board/Executive Office** Collect and standardize common Port presentations Update a comprehensive review of Port departments for a briefing book for new Commissioners. This information likely overlaps with Port presentations. Update and upload online information for Commissioners and Public. Requires analytical skills, basic powerpoint or other advanced tools for presenting information.	530 Water Street 6th Floor

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Opportunity	*Department/Division and Project Assignment*	*Location*
5.	**Communications Division** **Media/Public Relations** Social media monitoring for things people are writing about the Port of Oakland on Twitter and Facebook and other social media outlets; Helping with ideas relevant for expanding Port of Oakland's social media presence. Social media measurement; Scanning the competition's websites and social media for their communications output, Smartphone video, photography, and editing. Assisting with video shoots. Updating media lists and other data lists. Possible writing tasks and event support. Creating slide presentations and graphics. Other general assistance with communications projects.	530 Water Street 3rd Floor
6.	**Engineering E/M Maritime** Research, analyze, and prepare report on Maritime Terminal lighting upgrade utilizing lighting calculation software. Knowledge in using AutoCAD and AGI32 lighting software desired. Research and develop fee based rates to capture Port staffing costs administering Maritime Shore Power Program. Knowledge in MS Excel desired.	530 Water Street 2nd Floor
7.	**Engineering/Geomatics** ***(2 openings)*** Project duties will mostly involve field surveying activities - high precision differential leveling, GPS control surveying, traversing for boundary control. Project duties will also include office processing of measurements, user calibration of survey equipment.	530 Water Street 2nd Floor

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8.	**Engineering Services** *Programmer Required* Intern will work with an Engineer to continue development of a Construction Management Software development in Visual Basic and C#. C++ and JavaScript experience is a plus. The Construction Management Software will be an automated program that will reside in the Port servers that will track submission of progress payments and other documents that are received on a day to day basis. This software is intended to monitor the various check points from various staff for viewing and approval. There will be other small projects that this individual may develop to aid in the Construction Management duties.	530 Water Street 2nd Floor
9.	**Environmental** Assist with implementation of the Port's industrial and municipal storm water programs. Assist with organization and display of the Port's archives. Input information and organize databases. Record minutes of division staff and other meetings.	530 Water Street 2nd Floor
10.	**Governmental Affairs** Tracking state and federal legislation that directly affects Port operation. Monitoring local and regional government initiatives through attendance at local City Council meetings and regional planning meetings in the Port's Local Impact Area and following legislative agendas. Conducting research and writing assignments on state and local policy issues.	530 Water Street 3rd Floor

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11.	**Human Resources** The college intern may be exposed to different aspects of HR including organizational effectiveness, equal opportunity, payroll and benefits, recruitment and selection, and workers compensation. Main projects/assignments: Tabulate results of training class surveys using Excel spreadsheet for reporting purposes. Support development of Port-wide Schedule of Training Classes – research topics, schedule classes, and assist with Port-wide communication. Desirable – Recommend and demonstrate Mobile Device applications that enhance work productivity (i.e. EVERNOTE). Assist OEO with annual ADA stakeholder meetings. Review and revise Administrative Policies AP452 & AP453 (Port of Oakland Discrimination Complaint Procedures and Unlawful Harassment Policy and Complaint Procedures) for uniform process. Assist with coordinating company events (logistics, setup, RSVP, communications, etc.). Auditing of time coding for employees on protected leave/exceptions.	530 Water Street 3rd Floor

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Opportunity	*Department/Division and Project Assignment*	*Location*
12.	**Legal** In general, the Graduate student intern will perform a wide variety of tasks, including but not limited to, conducting legal research and writing specific questions of law. Will provide Legal department help in responding to public records request. Ideal candidate will have an interest in government law, or serving as public attorney. Other duties may be assigned.	530 Water Street 4th Floor
13.	**Maritime** Work closely with Maritime Marketing team to identify current and emerging user needs related to Customer Relationship Management (CRM – Salesforce). Develop process for use of Salesforce by the Maritime Marketing department, including (1) defining requirements for contact management and sales call reporting, (2) identifying other Salesforce functionality, as appropriate, that can help support and enable the commercial team in increasing customer engagement and activity, and (3) designing standards for Salesforce data entry and updates – i.e., ongoing data quality and relevance. Develop and implement training program for commercial team on Salesforce process. Analyze and improve existing data quality in Salesforce, including (1) removal of duplicate and old contacts and (2) update of key contacts. Other duties as assigned.	530 Water Street 6th Floor

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Opportunity	*Department/Division and Project Assignment*	*Location*
14.	**Social Responsibility Division** **Community Relations Department** #1: Community Investments: Environmental Sustainability & Healthy Communities The intern will assist in the development of a community investment strategy in the "Environmental Sustainability & Healthy Communities Sector". The project will involve: (1) Researching and creating an inventory of: Ports across the USA that have environmental programs and organizations in the sectors of environmental sustainability, and healthy communities, (2) Working in coordination with the Port Environmental Programs and Planning Director to inform the project and identify key areas of opportunity, (3) Working with key department staff on identifying areas of opportunities that will maximize public awareness of the Middle Harbor Shoreline Park and the Park Naturalist Programs. #2: Digital Media Assist in the creation of videos that capture community relations programs; engaging social media and linking Community Relations activities with those of other similar organizations. Other: Assist the department in coordinating community events.	530 Water Street 3rd Floor

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Opportunity	*Department/Division and Project Assignment*	*Location*
15.	**Social Responsibility Division** **Contract Compliance Department** Work closely with the Contract Compliance team to conduct an analysis and comparison of the regional workforce development providers that prepare workers for Port careers. Track key departmental milestones related to local and disadvantaged business utilization. Assess the implementation of the new minimum wage law (effective March 2, 2015) and its impact on Port business. Analysis of contractors (prime/sub) that have worked on Port projects for the last 3 years and track their continued participation with the Port.	530 Water Street 3rd Floor