



PORT OF OAKLAND

Social Responsibility Division

2015 College Summer Internship Program

PROGRAM DESCRIPTION for the position of

2015 SUMMER COLLEGE INTERN

(Please read carefully before applying)

BACKGROUND

For over 17 years, the Port of Oakland has provided summer jobs, work experience and exposure to careers for hundreds of students through its Summer College Internship Program. An internship can be a student's very first job or a stepping stone to a career path by opening doors and opportunities for the future.

PROGRAM OBJECTIVES

The overall goal of the Summer College Internship Program is to provide a professional work experience for undergraduate and graduate college students pursuing careers in aviation, commercial real estate, communications, engineering, corporate social responsibility, maritime and other areas of business. The Program aims to engage high caliber students and recent graduates to provide them the opportunity to:

- Gain substantive professional experience as well as exposure to critical issues pertaining to Port of Oakland operations.
- Develop a comprehensive perspective on the Port of Oakland's mission and service delivery at the local, national and international levels.
- Receive networking, personal and professional development opportunities, including opportunities to meet with the Port of Oakland Board of Port Commissioners and senior management as well as some of the organization's key external stakeholders.

PROGRAM OPERATIONS

Based on a highly competitive selection process, successful applicants will begin internship assignments on **June 15, 2015 through August 14, 2015**. (On a case by case basis, consideration will be given to students needing to return to school early.) Mandatory workshops, meetings, trainings and activities are part of the Program.

PROGRAM REQUIREMENTS AND SELECTION CRITERIA

SELECTION OF INTERNS

College or graduate students will be selected through a competitive process; up to a total of sixteen (16) students can be selected for the 2015 Summer College Internship Program. Port departments make their requests for students with specific skills and knowledge areas or for students who have a strong interest or are majoring in a particular field. The Port will base its selection of interns on meeting program and department requirements and the results of an oral interview. Those interns selected will be matched with a specific department where they will work on advancing critical projects or assignments.

ABOUT THE PROGRAM

The Summer College Internship Program is a 9-week paid internship opportunity designed to provide exposure to professional careers and work-place experience. It also creates an environment where students can develop work habits and communication skills that will help shape and support their future career interests.

The types of duties interns will perform may vary from managing a project to analytical work that will require some technical tasks and/or field work. Additionally, the duties may require specific proficiencies, writing abilities and/or particular computer skills. The varied skills and expertise of Port staff offer interns an opportunity to gain insight into a variety of fields including: aviation, communications, community relations, contract compliance, engineering, environmental programs, executive office, governmental affairs, human resources, maritime, legal and airport security.

INTERNSHIP PROGRAM TERM AND PAY

The term of the College Internship Program is 9-weeks. The Program starts on Monday, June 15, 2015 and ends on Friday, August 14, 2015. Intern assignments are located at the Port of Oakland Administration Building, located at 530 Water Street in the Port's Jack London Square, at the Oakland International Airport on the border of Oakland, San Leandro and the San Francisco Bay, or at Maritime at Harbor Facilities (651 Maritime Street) in the heart of the Oakland seaport near the 880 freeway and the Bay Bridge.

Interns will work no more than 25 hours per week, Monday – Friday during normal business hours (8:30 am – 5:00 pm).

The program pay rate for graduate students is \$16.15 per hour and \$13.45 for undergraduate students.

EVALUATION

The intern's department manager or her/his designee will be required to work closely with the intern and evaluate the student's work performance at the end of the internship. Interns will be required to attend mandatory workshops and trainings to enhance their intern experience.

ELIGIBILITY REQUIREMENTS

Applicants must meet all of the requirements listed below:

- **Must** be currently enrolled in college
(*Students must provide a copy of college enrollment verification letter*)
- If admitted into a graduate program, but not currently enrolled in college, students must attach a copy of their graduate acceptance letter
- **Minimum** grade point average of 3.0
(*Students must provide a copy of most recent transcript*)
- **Submit** a minimum of two letters of recommendation from advisor/counselor/dean
- **Must** be a resident in the San Francisco Bay Area during the term of internship. SF Bay area includes nine counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma
(*Preference provided to residents of Alameda and Contra Costa Counties*)
- **Students who are selected for hire** will be required to start on June 15 and complete and pass a Port medical examination during the week of June 8.

Oral Interviews will be scheduled for applicants that meet all eligibility requirements of the internship program.

Application materials for this position consist of **5 required parts**:

1. A completed Port of Oakland Employment Application that includes the Supplemental Questionnaire
2. Attach a copy of college enrollment verification letter
3. Attach a copy of most recent transcript (minimum 3.0 GPA)
4. Attach 2 letters of recommendation from advisor/counselor/dean
5. Attach a copy of your graduate acceptance letter (*if applicable*)

Some interns, depending on the location of the assignment, may be required to complete and pass a background check, which will include fingerprinting and a Criminal History Records Check (CHRS) prior to being considered for employment at the Port of Oakland as an intern.

The final candidates are recommended to the Executive Director for final approval.

APPLICATION DUE DATE: April 10, 2015 @ 5:00 pm (PDT)

Two ways to apply:

1. Apply online at <http://www.portofoakland.com/jobcenter/>
or
2. Pick up and submit paper application packet at:
(Port of Oakland Administrative Offices, 530 Water Street, Oakland, CA 94607)

Please note: We will **only accept** Letters of Recommendation after the application due date (April 10). You may email the Letters of Recommendation to portofoaklandintern@portoakland.com, but **no later** than April 17.

For questions, please call (510) 627-1419



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