2017 Summer College Internship Program Description

INTERNSHIP DATES: MONDAY, JUNE 12 TO FRIDAY, AUGUST 11, 2017

APPLICATIONS DUE: WEDNESDAY, MARCH 15, 2017

THE PORT OF OAKLAND

Established in 1927, The Port of Oakland oversees the Oakland seaport, Oakland International Airport, and 20 miles of waterfront. The Oakland Seaport is one of the top ten busiest container ports in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 300 passenger and 50 cargo flights daily; and the Port’s real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas. Together the Port and its partners generate more than 70,000 jobs in the region and over 800,000 jobs across the United States. The Port of Oakland is a dynamic organization providing excellent salary and benefits. To learn more about the Port, visit www.portofoakland.com.

THE COMMUNITY

Nestled in between the San Francisco Bay and the California coastal mountains, the City of Oakland has a rich history, diverse culture and expanding local economy. With its vast network of arts, entertainment, recreational and educational amenities, Oakland is a thriving city and a tourist destination for millions of visitors annually. The City of Oakland is also one of the nation’s diverse cities, with residents speaking nearly 125 different languages and dialects.
ABOUT THE PROGRAM
The 2017 Summer College Internship Program will run from Monday, June 12, 2017 through Friday, August 11, 2017. We are looking for highly motivated and aspiring undergraduate and graduate students to join us for this exciting paid internship opportunity. We are offering 19 internship opportunities in a variety of fields: Aviation, Aviation Marketing, Communications, Engineering, Environmental Programs and Planning, Finance, Governmental Affairs, Human Resources, Legal, Maritime Business Development, and Social Responsibility.

PROGRAM OBJECTIVE
Interns will gain professional work experience and exposure to the Port of Oakland's three business lines and operations; develop an understanding of the Port of Oakland's mission and business objectives; and interact with the Port team, including senior leadership, as well as internal and external stakeholders. They will perform a wide range of critical assignments and projects that vary from general administrative to technical and project-based. Some assignments require field work and specific proficiencies and computer skills. The varied expertise and skills of Port staff offer interns an opportunity to gain insight into Aviation, Communications, Community Relations, Engineering, Governmental Affairs, Human Resources, Legal, Risk Management and Social Responsibility careers, to name a few. Interns will also have the opportunity to attend various activities, workshops and trainings.

SELECTION CRITERIA
The following criteria will be considered when reviewing applications:

- Online application and supplemental questionnaire
  
  (Please refer to the list of internship opportunities on pages 6-8 of this packet and select the top three (3) choices on the online supplemental questionnaire.)

- Bay Area residency during the internship period.
  The Bay Area includes nine counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.
  (Preference given to residents of Alameda and Contra Costa counties)

- Undergraduate or graduate student attending college
  (Undergraduates must be enrolled at time of application. Graduate students must be enrolled or planning to attend in the fall.)

- Minimum GPA of 2.75

- Copy of latest college transcripts (within the past school term)

- Two (2) letters of recommendation (One letter must be signed by a school counselor or official. Letters of recommendation dated within the past 12 months from the date of this application will be accepted.)

- If accepted into a graduate program, please submit a copy of a formal letter of acceptance.

All applicants who meet these requirements will be invited for an in-person, FaceTime or Skype interview for one of their top three internship opportunities.
PROGRAM REQUIREMENTS AND SELECTION CRITERIA

*Interviews will be held during the weeks of Monday, March 20 to Friday, March 31, 2017.*

The selection of interns is based on a thorough review of the applications and the interview results, and is subject to final approval by the Executive Director.

Hiring subject to verification that student does not have prior membership in the California Public Employees’ Retirement System.

PROGRAM OPERATIONS
Selected interns are expected to commit to the entire nine (9) week internship period from *Monday, June 12, 2017 through Friday, August 11, 2017.* Consideration will be given to students who need to return to school early on a case-by-case basis.

INTERNSHIP LOCATIONS
Internship assignments are located at:
Port of Oakland Administration Building
530 Water Street
Oakland, CA 94607

Oakland International Airport
1 Airport Drive
Oakland, CA 94621

Aviation Facilities
8500 Earhart Road
Oakland, CA 94621

SCHEDULE
Interns must be able to work up to five (5) hours per day, Monday through Friday, from 8:30 a.m. to 5:00 p.m. This includes a one (1) hour, non-paid lunch break.

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

EVALUATION
The intern’s supervisor(s) will work closely with the intern(s) and evaluate work performance throughout the internship.
ELIGIBILITY REQUIREMENTS

Applicants must meet ALL the requirements listed below:

RESIDENCE
Reside in the San Francisco Bay Area during the internship period. SF/Bay Area includes nine counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma.

Preference given to residents of Alameda and Contra Costa counties.

EDUCATION
- Undergraduate or graduate student attending college (Undergraduates must be enrolled at time of application. Graduate students must be enrolled or planning to attend in the Fall.)
- Minimum GPA of 2.75.
- Copy of latest college transcript (within the past school term).
- If accepted into a graduate program, please submit a copy of a formal letter of acceptance.

LETTERS OF RECOMMENDATION
- Two (2) letters of recommendation (One letter must be signed by a school counselor/official. Letters of recommendation dated within the past 12 months from the date of this application will be accepted.)

HOW TO APPLY
Please visit www.portofoakland.com/jobcenter/internships and click on the link to the job posting.

HOW TO SUBMIT TRANSCRIPTS, LETTERS OF RECOMMENDATION AND LETTER OF ACCEPTANCE

1. Attach to your online application
2. Email to: portofoaklandintern@portoakland.com
3. Mail to:

Port of Oakland
530 Water Street
Oakland, CA  94607
ATTN: 2017 Summer Internship Program
ELIGIBILITY REQUIREMENTS

INTERVIEWS

In-person, FaceTime or Skype interviews will be scheduled for applicants who meet all eligibility requirements of the internship program.

Interviews will be scheduled during the weeks of Monday, March 20, 2017 through Friday, March 31, 2017.

CHECKLIST OF SUBMISSION REQUIREMENTS

The following must be submitted:

- Online application and supplemental questionnaire
- Copy of college transcript (within the past school term)
- Two (2) recent letters of recommendation (one letter must be signed by a school counselor/official)
- Copy of formal letter of acceptance into a graduate program (if applicable)

The Port of Oakland accepts online job applications only. For applicants who do not have access to a personal computer, please visit a local library.

As part of our commitment to prospective applicants and the community, applicants may use the onsite kiosk at:

Port of Oakland
530 Water Street, 3rd Floor - Human Resources
Oakland, CA 94607

To schedule an appointment, please call (510) 627-1541.

Students selected for the internship program will be notified by Friday, April 14.

Interns will begin the internship assignment on Monday, June 12, 2017.

To apply, please visit: www.portofoakland.com/jobcenter/internships

APPLICATION DUE DATE: Wednesday, March 15, 2017

For questions, please call Cheryl Ho at (510) 627-1541.

Stay Connected with the Port of Oakland,
Your Port, Your Partner.
# 2017 College Internship Opportunities

Please read each internship opportunity carefully. Of the 19 internship opportunities available, please mark your top three (3) choices on the supplemental questionnaire. (Example: 1st Choice - Aviation/Marketing, 2nd Choice - Human Resources/Emergency Operations Center and 3rd Choice - Governmental Affairs). The Knowledge, Skills and Abilities (KSAs) needed for each internship opportunity are noted below with further description on page 9 of this packet.

<table>
<thead>
<tr>
<th>#</th>
<th>Division/Department</th>
<th>College or Graduate Student Desired</th>
<th>Internship Opportunity</th>
<th>Knowledge, Skills and Abilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Aviation/Airport Business Office</td>
<td>College</td>
<td>Gain experience in financial and operational reporting for a commercial service airport. Learn how an airport functions from the business side. Experience how staff in a large organization work cooperatively. Help prepare financial, audit and payroll reconciliation reports, evaluate operations of airlines, parking and shuttle operations. Help analyze credit card reports and statements. Introduction to a new Parking Revenue Control System (PARCS).</td>
<td>I C I C I I C I I C I</td>
</tr>
<tr>
<td>2</td>
<td>Aviation/Marketing</td>
<td>College</td>
<td>Monitor the Airport website and social media platforms. Support facilitation of internal communications efforts. Support updating databases and communication tools. Participate in special event planning and execution, such as press conferences and ribbon-cutting events. Support the Airport’s graphic repository, including organizing and managing online resources, and working with a photographer to independently create new images for public use.</td>
<td>D C C I C C C C C C</td>
</tr>
<tr>
<td>3</td>
<td>Aviation/Facilities</td>
<td>College</td>
<td>Assist with airport maintenance operations. Learn about airfield pavement, paint and signage. Assignments may include entering airfield signage into Port View, terminal conveyances, and terminal building management systems, revamping shared drive and creating an electronic library.</td>
<td>N D D C I I C C C</td>
</tr>
<tr>
<td>4</td>
<td>Aviation/Planning &amp; Development</td>
<td>College</td>
<td>Work with Portview Geographic Information System (GIS) to populate and validate additional location-based data sets. Perform outreach to internal Airport departments to strategize on possible enhancements to Portview GIS. Learn about operations of the airport, support projects, and coordinate outreach and data collection efforts. Review Airport assets and how they are tracked and used. Assist Planning staff with capital project work as directed.</td>
<td>I C N C C C I I I I N</td>
</tr>
<tr>
<td>5</td>
<td>Communications</td>
<td>College</td>
<td>Writing press releases/social media postings. Analyzing internal communications and social media metrics. Smartphone photography and videography. Communications, Journalism or English Literature major highly desired.</td>
<td>N N I C I C I D I I C</td>
</tr>
<tr>
<td>6</td>
<td>Engineering/Utilities</td>
<td>Graduate</td>
<td>Assist with refreshing meter book. The Port uses meter books to record meter readings and calculate the energy consumed by our customers. Perform data analysis, identify patterns and trends, compile billing data and summarize usage of shore power. Research utility policies and procedures from other municipal utilities to develop draft utilities policy and procedures for the Port of Oakland.</td>
<td>C C C C C C C C C C</td>
</tr>
<tr>
<td>7</td>
<td>Engineering/Aviation Design &amp; Delivery</td>
<td>College</td>
<td>Gain insight into Design Standards and Practices. Index electronic historical design drawings to be used for efficiency by Port engineers.</td>
<td>N D D D D D N N D</td>
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</tbody>
</table>
### Knowledge, Skills and Abilities

**I** = Important, **C** = Critical, **N** = Needed, **D** = Desired

#### 2017 COLLEGE INTERNSHIP OPPORTUNITIES

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(Example: 1st Choice - Aviation/Marketing, 2nd Choice - Human Resources/Emergency Operations Center and 3rd Choice - Governmental Affairs).

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<tr>
<td>8</td>
<td>Engineering/Maritime Project Design &amp; Delivery</td>
<td>College</td>
<td>Research plans and costs for construction materials. Assist staff engineers with field inspection. Perform other data processing and engineering calculations as needed. Other projects include re-organizing the engineering library.</td>
<td>I I N I C I N C C D C C C C I</td>
</tr>
<tr>
<td>9</td>
<td>Environmental Programs &amp; Planning</td>
<td>College</td>
<td>Be exposed to a wide range of environmental work (regulatory compliance, planning and permitting, cultural resources, etc.) from an industry and land owner perspective. Become knowledgeable about aviation history during the Golden Age of aviation (pre World War II). Compile daily information from historic Oakland Airport log books, including date, location, aircraft, and operator.</td>
<td>I I N C I C I C C C C I</td>
</tr>
<tr>
<td>10</td>
<td>Environmental Programs &amp; Planning/Permits</td>
<td>College</td>
<td>Obtain a general understanding of permit process and requirements for development projects, learn language of construction document. Assist with record-keeping for permit documents using Access, Excel, and scanning hardware and software. Complete an independent project to further the goals of the Permit Coordinator Work Plan, which could be on current tenant activities in the Port Area, regulatory issues, or other outside forces affecting development (such as sea level rise or industry trends). Scope and focus will depend on interest of intern as well as department needs at the time. Assist with processing of on-going permits; may include meeting with applicants and Port staff, compiling comments and conditions, and preparing approval documents. Must have interest to learn features relating to permit records, and have an interest in regulation of development projects. Exact duties will vary depending on intern interest, but may include building code and ADA compliance, land use planning, stormwater management, California Environmental Quality Act (CEQA) compliance, BCDC permitting, etc.</td>
<td>I I N C I C I C I C C C</td>
</tr>
<tr>
<td>11</td>
<td>Finance/Risk Management</td>
<td>College</td>
<td>Risk management internship offers the successful applicant an introduction to the insurance industry and to risk management practices within a public agency. Job duties are likely to include certificate tracking, scanning, filing, auditing of insurance files, research projects, follow up calls to contractors, and other similar activities.</td>
<td>C C C C C C C C C C</td>
</tr>
<tr>
<td>12</td>
<td>Governmental Affairs</td>
<td>Graduate</td>
<td>Analyze past and upcoming elections. Accompany Government Affairs staff to meetings with elected officials, government agencies and stakeholders. Coordinate information for Port Partner newsletter. Update Port of Oakland – Government Affairs website. Deliver a Research Project to include an in-depth analysis of a legislative proposal or Budget item, a local issue, a regulatory issue with a Port Department, or a comparison study of an issue with another port or locality. Each project will be an on-going assignment to take place through the internship and will end with a written 1-2 page concise brief and a sit-down briefing to Government Affairs staff.</td>
<td>I C I D I C I I I C</td>
</tr>
<tr>
<td>13</td>
<td>Human Resources/Emergency Operations Center</td>
<td>College</td>
<td>Assist with preparation of the Emergency Operations Center (EOC) exercise, development of Emergency Plans and Disaster Service Worker training. Assist with assembling EOC Go-Kits. Assist with conducting EOC training.</td>
<td>C N N C I C I C N I C</td>
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# 2017 COLLEGE INTERNSHIP OPPORTUNITIES

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(Example: 1st Choice - Aviation/Marketing, 2nd Choice - Human Resources/Emergency Operations Center and 3rd Choice - Governmental Affairs).

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<tbody>
<tr>
<td>14</td>
<td>Human Resources/ Organizational Effectiveness</td>
<td>College</td>
<td>Support talent development at the Port. Projects include developing a web-based multi-media class for Port staff, evaluation of new courses related to enhancing business skills, and assisting with administration of training and development.</td>
<td>C N C N C C D I I C</td>
</tr>
<tr>
<td>15</td>
<td>Human Resources/ Safety &amp; Health Training Program</td>
<td>College</td>
<td>General Safety Program and Training Development. Assist in the review and update of Port health and safety programs with an emphasis on specifically developing the safety and health training for the Port's online learning management system.</td>
<td>C C C I I I I I I I C</td>
</tr>
<tr>
<td>16</td>
<td>Legal</td>
<td>Graduate</td>
<td>Research and compile a variety of information related to maritime ports, shippers, ocean carriers, and truckers. Assist in the coordination of Port sponsored events, such as efficiency task force, trade seminars, and marketing events. Accompany maritime business development staff to meetings with cargo owners, logistics providers, marine and rail terminal operators, truckers and labor. Shadow a Port Wharfinger to tour a marine terminal and gain an understanding of terminal operations.</td>
<td>C C C I I I I I I I C</td>
</tr>
<tr>
<td>17</td>
<td>Maritime Business Development</td>
<td>College</td>
<td>Work closely with the Community Relations Department to support outreach and partnership development efforts. Project #1: Communications - In consultation with Port Communications department, develop a comprehensive communications plan for the department that includes strategies for (but not limited to): -Port Social Responsibility Annual Report -Expanding social media presence in the community -Print and online placements -Developing key messages and stories and testimonials Project #2: Community Investments--Support outreach and partnership building with the Port's Community Investment (CI) Grant portfolio. Develop community engagement activities with Port Community Investment recipients. -Implement outreach events that support community engagement with CI recipients Other Duties: Assist the department in coordinating community events.</td>
<td>D I I I I D D N N N N D D</td>
</tr>
<tr>
<td>18</td>
<td>Social Responsibility/ Community Affairs</td>
<td>College</td>
<td>Develop recommendations for utilizing social media platforms to advertise bid opportunities/certification program to gain maximum local business participation. Develop an inventory of local firms/agencies that provide technical assistance to small businesses with a focus on disadvantaged business enterprises. Research best practices on local, small business utilization data collection. Research and develop recommendations on how local agencies monitor and manage prevailing wage compliance.</td>
<td>N I D N D N N N N N N</td>
</tr>
<tr>
<td>19</td>
<td>Social Responsibility/ Contract Compliance</td>
<td>College</td>
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</tbody>
</table>
2017 Summer College Internship Knowledge, Skills and Abilities

Below is the description of the Knowledge, Skills and Abilities (KSA) for the internship opportunities. When selecting your top three (3) choices, please make sure that you have the KSAs needed for each internship opportunity. You will find the KSAs needed in the column entitled “Knowledge, Skills and Abilities (KSAs).

<table>
<thead>
<tr>
<th></th>
<th>Knowledge, Skills and Abilities (KSAs)</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adaptability: Capability to learn quickly and work independently.</td>
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<tr>
<td>2.</td>
<td>Analytical Ability: The ability to examine raw data with the purpose of drawing conclusions about that information.</td>
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<tr>
<td>3.</td>
<td>Commercial Awareness: Being aware of the issues affecting the Port of Oakland's industry.</td>
</tr>
<tr>
<td>4.</td>
<td>Computer Literacy: Be proficient with a wide range of computer programs used for word processing, creating spreadsheets, presentations, reports, graphic design, AutoCAD and network technology.</td>
</tr>
<tr>
<td>5.</td>
<td>Decision Making: Ability to consider solutions to a potential problem, identify the pros and cons of each, make balanced judgments, and choose the best option.</td>
</tr>
<tr>
<td>6.</td>
<td>Oral Communication: Ability to communicate with others through speech in a clear manner. The ability to explain things simply and effectively.</td>
</tr>
<tr>
<td>7.</td>
<td>Planning: The ability to organize resources, time, and events that will enable you to meet your goals.</td>
</tr>
<tr>
<td>8.</td>
<td>Tenacity: Ability to sort out problems that occur to get the job done. Have a sense of determination against the odds.</td>
</tr>
<tr>
<td>9.</td>
<td>Time Management: Ability to perform assignments as directed and in a timely manner including performing multiple tasks simultaneously.</td>
</tr>
<tr>
<td>10.</td>
<td>Working Relationship: Establish and maintain cooperative working relationships with those contacted in the course of performing assigned duties.</td>
</tr>
<tr>
<td>11.</td>
<td>Written Communication: The ability to exchange thoughts, messages, or information, as by speech, signals, writing, or behavior.</td>
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</tbody>
</table>
# 2017 Summer College Internship Program

## FREQUENTLY ASKED QUESTIONS (FAQs)

### Question #1: What are the Summer Internship Program requirements?

**Answer:** Applicants must:

- Be an undergraduate or a graduate student who is currently enrolled in **AND** attending college.
- Be a resident of the Bay Area during the term of your internship. Bay Area has nine counties: **Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, & Sonoma.** First preference is given to residents of Alameda and Contra Costa counties.
- Have a minimum GPA of **2.75**. (A copy of the latest college transcript is required within three months of applying.)
- Complete the application and supplemental questionnaire online.
- Submit two (2) recent letters of recommendation. (One letter must be signed by a school counselor or official.)
- Submit a copy of a formal letter of acceptance into a graduate program, if applicable.

### Question #2: I graduated from high school and I will attend college in the fall. Can I still apply to the Port of Oakland’s Summer Internship Program?

**Answer:** To be eligible for the Port’s Summer Internship Program, you must be a high school graduate, and be enrolled **and** currently attending college. The Port is also working with the City of Oakland’s Mayor’s Office to host high school interns. Additional information will be posted on the Port’s website.

### Question #3: If I am graduating from college, **prior** to applying to the Summer Internship program and accepted into a Graduate program in the fall, am I eligible to apply?

**Answer:** Yes, you are eligible to apply; however, please submit a copy of your graduate school letter of acceptance.
Question #4: Can I attend school outside of Oakland and still be eligible for the program?

Answer: Yes, but you must be a resident in the San Francisco/Bay Area during the term of your internship. The Bay Area consists of nine (9) counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, & Sonoma. First preference is given to residents in Alameda and Contra Costa counties.

Question #5: Can I attend summer school and/or have another part-time job and still be eligible for the program?

Answer: Yes, as long as you are available to work 25 hours per week during normal business hours (8:30 am to 5:00 pm) and your other commitments do not interfere with your internship experience and required activities.

Question #6: Should I submit “official” college transcripts with my online application?

Answer: We will accept a copy of your transcripts as long as they are within three (3) months of your application date.

Question #7: Can I submit at least one letter of recommendation from someone other than a school official?

Answer: Yes, but the letter must be within the last 12 months from your application. Letters of recommendation over 12 months are not accepted.

Question #8: Can I e-mail and/or mail my letters of recommendations?

Answer: Yes, please email them to portofoaklandintern@portoakland.com or

Mail to:

Port of Oakland
2017 Summer College Internship Program
530 Water Street
Oakland, CA  94607
Attn: Cheryl Ho
Question #9: What type of projects can I expect to work on and when do I find out what I will be doing?
Answer: Duties will vary from general administrative to technical and project-based assignments. A brief description of the internship opportunities is noted in the 2017 Summer College Internship Program Description and Internship Opportunities form. You will be given detailed instructions on your first day of your internship.

Question #10: Where are the intern assignments located?
Answer: Internship assignments are located at:

**Port of Oakland Administration Building**
530 Water Street
Oakland, CA 94607

**Oakland International Airport**
1 Airport Drive
Oakland, CA 94621

**Aviation Facilities**
8500 Earhart Road
Oakland, CA 94621

Question #11: What is the rate of pay?
Answer: College interns earn $13.45/hr. and graduate students earn $16.15/hr.

Question #12: What if I start school earlier than the end date?
Answer: If you need to start school before your internship ends, please indicate your start date on question #10 on the online Supplemental Questionnaire. Consideration will be given to students who need to return to school early on a case-by-case basis.

Question #13: What is the dress code for the Summer College Internship Program?
Answer: The appropriate dress code is Business Professional. Jeans, t-shirts or tennis shoes (unless you are doing fieldwork and need to dress casually) are not allowed during your internship.

To apply, please visit, [www.portofoakland.com/jobcenter/internships](http://www.portofoakland.com/jobcenter/internships), if you have additional questions, please email Cheryl Ho at portofoaklandintern@portoakland.com.

Thank you for applying to the Port’s Summer Internship Program!