

# 2018 SUMMER COLLEGE INTERNSHIPS



**PORT OF OAKLAND**

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Port Summer Internship Program 2018 • 530 Water Street • Oakland, California 94607  
510.627.1541 or 510.627.1543 • [www.portofoakland.com/jobcenter/internships](http://www.portofoakland.com/jobcenter/internships)

# 2018 SUMMER COLLEGE INTERNSHIP PROGRAM

## THE PORT

The Port of Oakland oversees the Oakland seaport, Oakland International Airport (OAK), and 20 miles of waterfront. The Oakland Seaport is the fifth busiest container port in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 300 daily passenger and cargo flights; 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, through Port operations and those of its tenants and users, the Port generates more than 70,000 jobs in the region and over 800,000 jobs across the United States. The Port of Oakland was established in 1927 and is an independent department of the City of Oakland. To learn more, visit [www.portofoakland.com](http://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. Its Bay Area climate – rated the best in the nation – combined with a vast network of arts, entertainment, recreational and educational amenities make Oakland a thriving setting for its residents who speak nearly 125 different languages and dialects. The city's diverse landscape is a lively urban-suburban mix of beautiful hillside residential neighborhoods, a large stock of historic homes and buildings, two lakes and the Oakland estuary.

## ABOUT THE PROGRAM

The 2018 Summer College Internship Program runs from Monday, June 18, 2018 through Friday, August 17, 2018. We are looking for highly motivated and aspiring college students to join us for this exciting **paid** internship opportunity. We are offering 19 internship opportunities in a variety of fields: Aviation, Aviation Communications, Aviation Planning and Development, Communications, Engineering, Environmental Programs and Planning, Governmental Affairs, Human Resources, Information Technology, Legal, Risk Management and Social Responsibility.

## PROGRAM OBJECTIVES

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. Interns will perform a wide range of critical assignments and projects that vary from general administrative to technical and project-based. The varied expertise and skills of Port staff allows interns to gain insight into a wide range of public sector careers.

Interns will have the ability to showcase and strengthen skills, like organization, planning, time management, working relationships, decision-making, oral and written communication, adaptability, and analytical ability. Knowledge of Microsoft Office Collection, including MS Outlook, MS Word, and MS Excel is required. Interns will also have the opportunity to participate in various activities, workshops and trainings to broaden their experience.

## MINIMUM QUALIFICATIONS

Please review all the minimum qualifications before applying. Please make sure that you meet all requirements.

### 1. Residence

Reside in the San Francisco Bay Area during the internship period. SF/Bay Area includes these 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*

### 2. Education

Applicants must have a high school diploma or equivalent and be currently enrolled in and attending college, with a minimum GPA of 2.75. Copies of college transcripts dated within the last term are required.

- **Application Due Date** March 9, 2018 by 5pm PST
- **Wages** \$13.45/hr, 25-hour work week
- **Program Schedule** June 18 - August 17, 2018

### 3. Letters of Recommendation

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

### 4. Resume

Please upload and attach a current resume with your online application. You will not be able to submit the application without a resume.

### SELECTION PROCESS

All applicants that meet the eligibility requirements will be offered an interview with one of their top three choices, based on the selection by the Summer Internship Program Committee’s review of the most qualified applicants.

If your first choice is unavailable, you may be eligible for another opportunity if you provide a second or third choice. If you are selected to interview with one of your alternate choices and decide you are not interested, you are welcome to discontinue the process of applying for a summer college internship opportunity with the Port of Oakland. Applicants who only select one opportunity of interest will not be considered for other available assignments. Please note that the most qualified applicants will be scheduled for one interview.

The selection of interns is based on a thorough review of the applications and the interview results.

Hiring of interns is also subject to verification that students do 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 18, 2018 through Friday, August 17, 2018**. Consideration will be given to students who need to return to school early on a case-by-case basis.

### LOCATIONS

#### Port of Oakland Main Office

530 Water Street  
Oakland, CA 94607

#### Oakland International Airport

1 Airport Drive  
Oakland, CA 94621

#### Aviation Facilities

8500 Earhart Road  
Oakland, CA 94621

### SCHEDULE

**Monday- Friday - 8:30 a.m. to 5:00 p.m.**

Interns may work up to **25 hours per week**. Interns may adjust their schedules with their supervisors.

### COMPENSATION

The program pay rate is **\$13.45 per hour**. Sick leave and holidays are not paid.

### HOW TO APPLY

**Please visit**

[www.portofoakland.com/jobcenter/internships](http://www.portofoakland.com/jobcenter/internships)  
and click on the link to the job posting.

**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.

## HOW TO SUBMIT YOUR TRANSCRIPTS AND LETTERS OF RECOMMENDATION

Note: Electronic copies are preferred.  
Hard copies are acceptable.

1. **If you have the transcripts and signed letters of recommendation**, please attach the documents and resume to your online application.
2. **If you DO NOT have your transcripts and letters of recommendation** at the time you are completing the online application, please send the documents via email or mail.
  - Email the documents to:  
[portofoaklandintern@portoakland.com](mailto:portofoaklandintern@portoakland.com)
  - Send via postal mail to:

**Port of Oakland**  
530 Water Street  
Oakland, CA 94607  
**ATTN: 2018 Summer College Internship Program**

In-person interviews are preferred. Skype and FaceTime interviews are available for non-local residents. Interviews will be scheduled for applicants who meet **all** eligibility requirements of the internship program and submit their application materials by the deadline.

### APPLICATION DUE DATE:

**Wednesday, March 9, 2018 by 5pm PST.**

### INTERVIEW DAYS

**Interviews will be scheduled during the weekdays (Monday-Friday) of Monday, March 19, 2018 through Friday, March 30, 2018.**

## FINAL SELECTION

**Candidates selected for the internship program will be notified by Tuesday, April 17, 2018.**

**The 2018 Summer College Internship Program runs from Monday, June 18, 2018 through Friday, August 17, 2018.**

**For questions, please e-mail [portofoaklandintern@portoakland.com](mailto:portofoaklandintern@portoakland.com) or call Cheryl Ho at (510) 627-1541.**



**Port of Oakland Class of 2017 Summer Interns**

