ABOUT THE PORT OF OAKLAND

The Port of Oakland oversees the Oakland Seaport, Oakland International Airport (OAK), and nearly 20 miles of waterfront including Jack London Square. The Port's 5-year strategic plan, Growth with Care, pairs business expansion with community benefits, envisioning more jobs and economic stimulus as the Port grows. The Oakland Seaport is one of the top ten busiest container ports in the U.S.; Oakland International Airport is the fourth busiest airport in California and second busiest in the San Francisco Bay Area; and the Port’s real estate includes commercial developments and hundreds of acres of public parks and open space. Together, through Port operations and those of its tenants and users, the Port generates more than 73,000 jobs in the region and supports nearly 827,000 jobs across the United States. The Port of Oakland was established in 1927 and is an independent department of the City of Oakland.

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 one of 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 2019 Summer College Internship Program runs from Tuesday, June 18, 2019 through Friday, August 16, 2019. We are looking for highly motivated and aspiring college students to join us for this exciting paid internship opportunity. We are offering internship opportunities in a variety of fields: Aviation, Communications, Community Relations, Contract Compliance, Engineering, Governmental Affairs, Human Resources, Information Technology, Legal, Maritime Marketing, Planning & Development and Risk Management.

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, 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.

1. Residence

Applicants must 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 will be 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 full-time, with a minimum GPA of 2.75. Copies of unofficial college transcripts dated within the last academic term are required.

3. Letters of Recommendation

Two (2) signed letters of recommendation are required. One letter must be signed on school letterhead by a professor, counselor, or a college official. Letters of recommendation dated within the past 12 months from the date of application will be accepted. Interviews will not be scheduled until all required documents, including letters of recommendations, are submitted.

4. Resume

Please upload and attach a current resume with your online application. Applicants must submit the application with a resume to be considered.

SELECTION PROCESS

Applicants will be allowed to select up to three (3) internship offerings. 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 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. Please note that the most qualified applicants will only be scheduled for one interview.

The final 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 (CALPERS).

PROGRAM OPERATIONS

Selected interns are expected to commit to the entire nine (9) week internship period from Tuesday, June 18, 2019 through Friday, August 16, 2019.

LOCATIONS

The internships will be held at one of the following Port of Oakland offices:

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

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

Aviation Facilities
8500 Earhart Road
Oakland, CA 94621

SCHEDULE

Interns may work up to 25 hours per week within normal business hours of 8:30 a.m. to 5:00 p.m., Monday to Friday. Interns may adjust their schedules with their supervisors.
COMPENSATION
The program pay is **up to $18.00 per hour** and is subject to approval by the Board of Port Commissioners. Eligibility for academic credit for the internship opportunity will be considered. Sick leave and holidays, such as the fourth of July, 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 only accepts online job applications.

As part of our commitment to prospective applicants and the community, applicants may use the Port’s onsite kiosk:
**Port of Oakland, 530 Water Street, 3rd Floor - Human Resources, Oakland, CA 94607**

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

**IMPORTANT DEADLINES**
Online application and resume due by 5:00 p.m. PST on Friday, March 1, 2019.

Transcripts and two (2) letters of recommendations must be received by Port of Oakland staff by 9:00 a.m. PST on Friday, March 8, 2019.

**INTERVIEW DAYS**
Interviews will be scheduled during the weekdays (Monday-Friday) of Monday, March 18 through Friday, April 5, 2019.

In-person interviews are preferred. Other forms of face-to-face interviews may be arranged for students studying away from the Bay Area.

**FINAL SELECTION**
Candidates selected for the internship program will be notified via email by Friday, April 5, 2019.

The 2019 Summer College Internship Program runs from Tuesday, June 18, 2019 through Friday, August 16, 2019.

For questions, please e-mail portofoaklandintern@portoakland.com or contact: Cheryl Ho at (510) 627-1541 Derek Cheung at (510) 627-1543

**HOW TO SUBMIT YOUR TRANSCRIPTS AND LETTERS OF RECOMMENDATION**
Note: Electronic copies are preferred; however, hard copies are acceptable.

1. **If you have the transcripts and signed letters of recommendation**, please attach the documents with your online application and resume.

2. **If you DO NOT have your unofficial 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
   - Send via postal mail to: **Port of Oakland**
   **ATTN: 2019 Summer Internship Program**
   530 Water Street
   Oakland, CA 94607
2019 Summer College Internship Program

Job Opportunities

Port of Oakland Interns Class of 2018
<table>
<thead>
<tr>
<th>Division/Dept.</th>
<th>Internship Opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Aviation Business Office</strong>&lt;br&gt;Location: 1 Airport Dr.</td>
<td>Gain experience in operations and financial reporting for Oakland International Airport (OAK). Be exposed to various ground transportation modes, including Public Parking and Shuttle Bus Operations. <strong>The ideal candidate is self-motivated and is willing to learn new processes.</strong>&lt;br&gt;Anticipated Projects:&lt;br&gt;1. Audit ground transportation trips and billing&lt;br&gt;2. Generate financial analysis reporting&lt;br&gt;3. Process and audit ground transportation applications&lt;br&gt;4. Review and audit parking tickets and credit card fees&lt;br&gt;5. Process and reconcile employee parking permits&lt;br&gt;6. Update ground transportation tenants in the Gatekeeper application&lt;br&gt;7. Audit payroll and operating expenses parking, shuttle and ground transportation&lt;br&gt;8. Attend Parking and Shuttle Bus &amp; Ground Transportation Operations meetings&lt;br&gt;9. Assist in Ground Transportation projects as assigned</td>
</tr>
<tr>
<td><strong>2. Aviation Communications</strong>&lt;br&gt;Location: 1 Airport Dr.</td>
<td>Gain skills in professional writing, editing, media relations, event planning, and developing public-facing information and materials. Receive guidance and build skills in analytical review, research, business and interpersonal communications and media best practices. <strong>The ideal candidate should have an interest in Engineering Science or Mechanical Engineering and is interested in Communications, Journalism, or English.</strong>&lt;br&gt;Anticipated Projects:&lt;br&gt;1. Monitor the airport website and social media platforms&lt;br&gt;2. Support facilitation of internal communications efforts&lt;br&gt;3. Update internal databases and communication tools&lt;br&gt;4. Participate in special event planning and execution, such as press conferences and ribbon-cutting events&lt;br&gt;5. Organize and manage airport’s online graphic repository and work with photographers to independently create new images for public use</td>
</tr>
<tr>
<td><strong>3. Aviation Facilities</strong>&lt;br&gt;Location: 8500 Earhart Rd.</td>
<td>Gain a general understanding of airport maintenance operations for OAK (Oakland International Airport) including understanding FAA (Federal Aviation Administration) regulations and airport standards, including policies, procedures and airport management. <strong>The ideal candidate should have an interest in aviation and airport operations.</strong>&lt;br&gt;Anticipated Projects:&lt;br&gt;1. Assist with airport maintenance operations and tracking by working closely with maintenance supervisors&lt;br&gt;2. Learn about airfield pavement, paint and signage standards&lt;br&gt;3. Enter pictures, manufacturer data and airfield signage into PortView GIS (Graphic Information System) database&lt;br&gt;4. Review and input data regarding inspections&lt;br&gt;5. Transfer existing paper logs to electronic logs for the Equipment Systems Engineers&lt;br&gt;6. Assist with fiscal year end closing processes&lt;br&gt;7. Assist with electronic library set-up</td>
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</table>
| 4. Aviation Planning & Development | Work with Planning & Development staff and other Oakland International Airport (OAK) staff on a range of development projects for the airport. The intern will interface with internal and external stakeholders and learn how projects are planned and delivered in an airport-environment. **The ideal candidate will have an interest in planning, development and project management.**
Anticipated Projects:
1. Assist and conduct studies and planning research on topics such as passenger flow, optimization of aircraft layouts, holdroom layouts, airfield layouts, and aircraft gate operations to assist in real-world improvements at OAK for ongoing and upcoming airport development projects
2. Assist with site observations and field research on real-world operations and activities
3. Work with the team on upcoming terminal enhancement enabling projects, including the OAK Food and Beverage Concessionaire Refresh program and restroom refresh programs
4. Assist in preparing exhibits, presentations, and analyses for airport development and project meetings with stakeholder partners and airport leadership members
5. Work with PortView GIS (Graphic Information System) database to populate and validate additional location-based data sets |
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<tr>
<td>Location: 1 Airport Dr.</td>
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| 5. Communications | Gain an understanding of Port-wide communications with the opportunity to develop writing skills and be exposed to video-making, social media content, and message development. **The ideal candidate is interested in Communications, Journalism or English.**
Anticipated Projects:
1. Develop social media content
2. Update media contact lists
3. Assist in communication planning
4. Assist with Port harbor tours: interface and educate visitors about Port of Oakland |
| Location: 530 Water St. | |
| 6. Engineering Administration | Interact with service, design and construction within the engineering department. Learn how engineers collaborate with other departments within the Port and revenue divisions to prepare proposals for local contracts. Work within the Port of Oakland website to design webpages that interact with network drives, online forms, and develop new and pertinent content to post. **The ideal candidate is a self-starter and is interested in learning about Engineering Administration.**
Anticipated Projects:
1. Develop and post content for intranet for department and internet for the public
2. Collaborate with other departments, such as Aviation Project Design & Delivery, Environmental Programs, Harbor Facilities and Utilities to streamline internal procedures
3. Update logs and create reports for upper management review
4. Design and maintain construction bids and awards list, events and news on main information display |
| Location: 530 Water St. | |
| 7. Engineering Aviation Project Design & Delivery (Office) | Gain an understanding of how construction cost estimates and bid documents are prepared and what items are needed to prepare a design. Learn to design and schedule a project at an active airport, while minimizing impacts to passenger traffic. **The ideal candidate should possess an interest and desire to work on engineering projects related to the design and construction of airfield infrastructure.** Candidates should possess the following skills: attention to detail while maintaining an understanding of the overall project goal, good verbal and written communication skills, and ability to work independently. **Intermediate knowledge of MS Word and MS Excel are required. AutoCAD drafting ability a plus.**
Anticipated Projects:
1. Research and collect data for projects for design and construction information
2. Verify quantities by preparation of quantity calculations and cost estimates using MS Excel
3. Schedule and assist with preparation of construction bid documents

| 8. Engineering Aviation Project Design & Delivery (Field) | Gain valuable field experience and work closely with Resident Engineers in administering and managing construction projects. The ideal candidate will have the desire to gain knowledge in the construction management field. **Candidates should possess the following skills:** able to grasp new skills quickly, effective verbal and written communication skills and proficiency in using spreadsheet software. **Intermediate knowledge of MS Word and MS Excel required.**
Anticipated Projects:
1. Provide field support for Resident Engineers, including observation of on-going activities by contractors, log contractor resources, take photographs, prepare daily field inspection reports
2. Verify quantities by preparation of quantity calculations and cost estimates using MS Excel
3. Review plans with contractors, verify construction work, log discrepancies between plans and actual construction

| 9. Engineering Maritime Project Design & Delivery | Gain experience in engineering design, estimating, and field inspections. Understand public contracting codes, contract administration procedures, office procedures, and work culture. Learn how to perform general calculations for estimating projects and use AutoCAD for design and design standard updates. **The ideal candidate will have completed their first year of engineering classes, has a desire to learn practical engineering and is a self-starter. Intermediate knowledge of MS Word, MS Excel, and AutoCAD required.**
Anticipated Projects:
1. Create/Use MS Excel spreadsheets for estimates, budget tracking, and historical bid item values
2. Assist with field inspections
3. Create inventory of wharf piles
4. Pavement assets management: support data compilation, archive review, catalog in MS Excel
### 10. Engineering Utilities

**Location:** 530 Water St.

Gain a general understanding of utility policies and procedures from multiple utilities and Port of Oakland. *Interest in data analytics and energy policy or utility operation are highly desired.* **Intermediate knowledge of MS Word, including use of mail merge and MS Excel, including advanced formulas, functions and techniques required. Knowledge of PortView GIS (Graphic Information System) database and related software systems is a plus.**

**Anticipated Projects:**
1. Research utility policies and procedures from other municipal utilities to develop draft utilities policy and procedures for the Port of Oakland
2. Research details in infrastructure for future planning of use and conservation of water, electric, and gas
3. Research of transportation planning related to air travel, shipping, and the supporting systems (electric cars, automated trucks and cars, etc.)
4. Perform data analysis, identify patterns and trends (buildings, electric vehicles, cold storage, ships powered by shore systems, etc.)
5. Assist with refreshing meter book (The Port uses meter books to record meter readings and calculate the energy consumed by our customers)

### 11. Governmental Affairs

**Location:** 530 Water St.

Gain an overall understanding of the relationship between the Port of Oakland and federal, state, regional, county and local governments and stakeholders. **The ideal candidate should possess an interest in government, be responsible and highly motivated. Strong communication skills and a team player spirit is desired.**

The Government Affairs team regularly communicates with a wide range of external stakeholders, including elected and appointed officials at all levels, and business and trade group associations representing Port tenant and customers interests. The Division also supports all other Port team members, leadership, divisions and departments in their communications with these entities.

**Anticipated Projects:**
1. Assist staff with compiling recent legislative and regulatory news relating to the Port of Oakland or of general interests to the Port for the bi-weekly Port Partner Newsletter
2. Assist in preparing and delivering staff briefings and fact finding of various policy issues affecting the Port
3. Create a Port overview information packet using PowerPoint, brochures, etc., to present to elected offices in order to better inform them regarding port history, operations, finances, strengths/limitations, resources, economic Impacts, etc.
4. Organize an intern “Brown Bag,” and assist in preparations and implementation of successful visits to the Port by elected officials and other dignitaries
| 12. Human Resources Health & Safety and Emergency Operations Center | Gain an overall understanding of general safety program and training development, including emergency/disaster plans. **The ideal candidate is pursuing a degree in Safety (Professional or Engineering or Industrial Hygiene), Health (Public Health, or occupational medical related) or Emergency Planning (emergency management or similar).**

Anticipated Projects:
1. Analyze injury and illness data to develop active programs for prevention and create a bi-annual report
2. Review & update Port Health & Safety programs
3. Develop Health & Safety training for online learning management system
4. Assist in Emergency Operations Center (EOC) plan development |

| 13. Human Resources Organizational Effectiveness | Gain an understanding of the role of talent development in enhancing employee skillsets and shaping an organization’s culture. Interns will learn about adult education principles, modes of learning delivery, learning management systems, instructional design and topics in our business skills curriculum. **The ideal candidate is interested in Communications, innovations in learning, and adult education principles.**

Anticipated Projects:
1. Prepare class materials and exercises for the Leadership Academy
2. Develop a web-based multi-media class for Port staff
3. Prepare engaging communications, such as announcements, emails and printed material to promote Port-wide classes
4. Update training opportunities and resources in the learning management system
5. Coordinate logistics for training workshops
6. Evaluate new courses related to enhancing business skills and assist in course selection |

| 14. Information Technology | Gain an overall understanding of the functions of an IT department within a public agency, including the installation, maintenance and support of end user devices, business systems and applications and networks. **The ideal candidate is interested in IT and has a desire to work with others to maintain technology devices within an agency.**

Anticipated Projects:
1. Set up new users with work stations, including telephone and other devices.
2. Image desktop and laptop
3. Resolve help desk inquiries |
**15. Legal**  
*Location: 530 Water St.*  
Comprehensively update numerous Port ordinances that govern Port practice, especially with regard to salary. Gain a full understanding of the Port’s legal functions, including how local governments enact and enforce policies and balance legal concerns with business, operational and other requirements. **The ideal candidate is extremely detail oriented and organized, has the endurance and ability to tackle hundreds of detailed and historical ordinances, is intellectually curious, and has strong written communication skills and is eager to help with various tasks. Interest or familiarity with law is helpful, but certainly not required.**  
Anticipated Projects:  
1. Update the Port’s salary ordinance and its over 1,000 amendments, reconcile discrepancies, ensure internal consistency, and produce a comprehensive composite by the end of the summer  
2. Survey, locate, update and publish other Port policies and ordinances that are essential for fulfilling the Port’s legal obligations  
3. Research and present findings on analogous contractual and other legal provisions and regulations from comparable agencies  
4. Learn to analyze regulations and other official language from a legal and policy perspective

**16. Maritime Marketing**  
*Location: 530 Water St.*  
Gain an overall understanding of the Port of Oakland’s strategies for growing and strengthening relationships with various maritime stakeholders (including customers, terminal operators, etc.). **The ideal candidate should be a self-starter, detail oriented, and pro-active in the workplace.**  
Anticipated Projects:  
1. Research and compile a variety of information related to maritime ports, shippers, ocean carriers, and truckers  
2. Assist in the coordination of Port sponsored events, such as efficiency task force, trade seminars, and marketing events  
3. Accompany maritime business development staff to meetings with cargo owners, logistics providers, marine and rail terminal operators, truckers and labor  
4. Shadow a Port Wharfinger to tour a marine terminal and gain an understanding of terminal operations

**17. Risk Management**  
*Location: 530 Water St.*  
Gain an introduction to the insurance industry and risk management practices within a public agency. **The ideal candidate is interested in risk management and learning about the insurance industry.**  
Anticipated Projects:  
1. Track insurance certificates  
2. Scan and file insurance-related documents  
3. Audit insurance files to stay compliance with insurance requirements  
4. Interface with contractors, vendors and other third party entities  
5. Research projects related to Risk Management
<table>
<thead>
<tr>
<th>18. Social Responsibility Community Relations</th>
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<td><strong>Location:</strong> 530 Water St.</td>
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<tr>
<td>Gain experience with managing multiple projects simultaneously, while developing inter-personal and communication skills with people from diverse backgrounds and different levels of authority. This position supports outreach and partnership building efforts. <strong>The ideal candidate should be interested in corporate responsibility and community development.</strong></td>
</tr>
<tr>
<td><strong>Anticipated Projects:</strong></td>
</tr>
<tr>
<td>1. Community Investment Program: support outreach activities associated with Community Investment partners and assist with grant consultation and development</td>
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<td>2. Assist with Port Harbor Tours and other community relations programs</td>
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<tr>
<td>3. Support the department in community engagement activities related to major Port of Oakland projects</td>
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<tr>
<td>4. Support STEM (Science, Technology, Engineering and Mathematics) programming with community based organizations and local schools</td>
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<tr>
<th>19. Social Responsibility Contract Compliance</th>
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<tr>
<td><strong>Location:</strong> 530 Water St.</td>
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<tr>
<td>Learn about the methodology and approaches for social equity, external agency approach, contracting community interaction and interaction within a public agency. <strong>The ideal candidate should possess an interest and desire in social equity program and policies administration/implementation in Port business.</strong></td>
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<tr>
<td><strong>Anticipated Projects:</strong></td>
</tr>
<tr>
<td>1. Develop recommendations for utilizing social media platforms to advertise bid opportunities/certification program to gain maximum local business participation</td>
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<tr>
<td>2. Develop an inventory of local firms/agencies that provide technical assistance to small businesses with a focus on disadvantaged business enterprises</td>
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<tr>
<td>3. Research best practices on local, small business utilization data collection and technical analysis</td>
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<td>4. Organize multiple events to share Port information with local small businesses</td>
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<tr>
<td>5. Assist with outreach, data compiling and reporting for Disparity Study analysis (public agency’s survey and analysis of contractor availability and utilization by racial, ethnic and gender groups)</td>
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2019 Summer College Internship Program

FREQUENTLY ASKED QUESTIONS (FAQs)

Contact Information:

Cheryl Ho (cho@portoakland.com), Program Coordinator

Derek Cheung (dcheung@portoakland.com), Program Assistant Coordinator
# 2019 Summer College Internship Program

## FREQUENTLY ASKED QUESTIONS (FAQs)

<table>
<thead>
<tr>
<th>Question 1:</th>
<th>What are the Summer Internship Program dates?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Answer:</td>
<td>The 2019 Summer College Internship Program runs from <strong>Tuesday, June 18, 2019 through Friday, August 16, 2019</strong>. A mandatory orientation will be held during the first week of the program, date and time to be announced to the selected interns.</td>
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<tr>
<th>Question 2:</th>
<th>What are the Summer Internship Program requirements?</th>
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<tr>
<td>Answer:</td>
<td>To qualify in becoming a summer intern at the Port of Oakland, you must meet the following requirements:</td>
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<td>- Bay Area resident during the term of your summer internship.</td>
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<tr>
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<td>- Bay Area has nine counties: <strong>Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, &amp; Sonoma.</strong> Preference is given to residents of Alameda and Contra Costa counties.</td>
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<tr>
<td></td>
<td>- Full-time college student (12 units) who is currently enrolled in <strong>AND</strong> attending college. Applicants must have a high school diploma or equivalent.</td>
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<td></td>
<td>- Minimum GPA of 2.75. (Applicants must submit an updated unofficial transcript).</td>
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<td>- Complete the online application and supplemental questionnaire.</td>
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<td></td>
<td>- Submit a professional resume with your online application. If you have your unofficial transcript and signed letters of recommendation, please upload these documents with your online application.</td>
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<td></td>
<td>- Submit two (2) recent signed letters of recommendation dated within the past 12 months. (One letter must be signed by a college professor, counselor, or school official on school letterhead). Please note that interviews will not be scheduled until <strong>all required documents</strong> are submitted – no exceptions.</td>
</tr>
</tbody>
</table>
Question 3: When is the Summer Internship Program application due?

Answer: The 2019 Summer College Internship Program application, which requires a supplemental questionnaire and resume, is due online by 5:00 pm PST on Friday, March 1, 2019. Transcripts and letters of recommendation must be received by Port of Oakland staff by 9:00 a.m. PST on Friday, March 8, 2019.

The Port of Oakland accepts online job applications only. As part of the Port’s 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.

Question 4: I graduated from high school and I will be attending college in the Fall 2019. 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 have a high school diploma (or equivalent) and be currently enrolled as a full-time college student when you apply. All required documents must be submitted prior to the scheduling of interviews. The Port is also working with the City of Oakland to host high school interns. Additional information will be posted on the Port’s website.

Question 5: Can I attend school outside of Oakland and still be eligible for the program?

Answer: Yes, you are eligible for the program. Applicants 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, and Sonoma. Preference is given to residents in Alameda and Contra Costa counties.

Question 6: 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 (Monday to Friday, 8:30 a.m. to 5:00 p.m.) and your other commitments do not interfere with your Port of Oakland internship experience and required activities. Interns may adjust their schedules with their supervisors.
Question 7: Should I submit “official” college transcripts with my online application?
Answer: We will accept a copy of your unofficial transcripts as long as they are within the past academic term of your application date.

Question 8: I submitted my online application and uploaded my resume. I do not have my transcripts or signed letters of recommendation because I am still waiting to receive them. Can I finish the application and submit my transcripts and signed letters of recommendation separately?
Answer: Yes, please email them to portofoaklandintern@portoakland.com or

Mail to: Port of Oakland
2019 Summer College Internship Program
530 Water Street
Oakland, CA  94607

Interviews will not be scheduled until all required documents are received.

Question 9: Can I submit at least one signed letter of recommendation from someone other than a school official?
Answer: Yes. The letter must be signed and dated within the past 12 months from your application. Letters of recommendation over 12 months old are not accepted.

A “school official” includes a college professor, president, chancellor, board member, trustee, registrar, counselor, admissions officer, human resources professional, information systems specialist, and support or clerical personnel.

Question 10: Can I e-mail and/or mail my signed letters of recommendations?
Answer: Yes, please email them to portofoaklandintern@portoakland.com or

Mail to: Port of Oakland
2019 Summer College Internship Program
530 Water Street
Oakland, CA  94607
Question 11: What type of projects can I expect to work on and when do I find out what I will be doing?

Answer: Duties vary from general administrative to technical and project-based assignments. A brief description of the internship opportunities is noted on pages 6-11 of the 2019 Summer College Internship Program packet. More details and instructions will be provided on the first day of the internship for selected interns.

Question 12: Where are the internship assignments located?

Answer: Internship assignments are located at:

**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

Please see pages 6-11 for job location specifications of each internship opportunity.

Question 13: What is the rate of pay?

Answer: The program pay range is up to $18.00 per hour. The amount is subject to approval by the Board of Port Commissioners. Please note that sick leave and holidays, such as the fourth of July, are not paid.

Question 14: Will I be able to earn academic credit by participating in the Port of Oakland’s Summer Internship Program?

Answer: The Port of Oakland will try to accommodate the request for academic credit.
Question 15: What if I cannot start the internship on Tuesday, June 18, 2019?

Answer: Consideration will be given to students who cannot start at the Port of Oakland on Tuesday, June 18, 2019 on a case-by-case basis. Please provide this information during the initial application process.

Question 16: What if I need to return back to school and cannot be at the Port of Oakland until Friday, August 16?

Answer: Consideration will be given to students who need to return back and school before Friday, August 16 on a case-by-case basis. Please provide this information during the initial application process.

Question 17: What is the dress code for the Summer College Internship Program?

Answer: The appropriate dress code is Business Professional. No jeans, t-shirts or tennis shoes are allowed during your internship, unless you are doing fieldwork and need to dress casual.

Question 18: When will I be scheduled for an interview?

Answer: Qualified applicants will be scheduled for an interview during the weekdays (Monday-Friday) of Monday, March 18 through Friday, April 5, 2019.

Please note that the most qualified applicants will be scheduled for one interview.

Question 19: When can I expect to hear from the Port of Oakland?

Answer: Candidates selected for the internship program will be notified by Friday, April 5, 2019.

Question 20: If I have additional questions, who can I contact?

Answer: If you have additional questions, please contact:

Cheryl Ho (cho@portoakland.com), 2019 Summer College Internship Program Coordinator
Derek Cheung (dcheung@portoakland.com), 2019 Summer College Internship Program Assistant Coordinator

Thank you for applying to the Port’s 2019 Summer College Internship Program!
Question 15: What if I cannot start the internship on Tuesday, June 18, 2019?

Answer:
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