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.

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

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