



PORT OF OAKLAND

2023 Summer College Internship Program

FREQUENTLY ASKED QUESTIONS (FAQs)



Contact Information:

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2023 Summer College Internship Program

FREQUENTLY ASKED QUESTIONS **(FAQs)**

Question 1: **What are the Summer Internship Program dates?**

Answer: The 2023 Summer College Internship Program runs from Monday, June 12, 2023 through Friday 4, 2023. A mandatory orientation will be held during the first week of the program. The date and time will be announced to the selected interns.

Question 2: **What are the Summer Internship
Program requirements?**

Answer: **You must meet the following
requirements to be eligible:**

- Bay Area resident during the term of your summer internship.

- Preference will be given to residents of Alameda and Contra Costa Counties.

- Bay Area address must be provided when you apply. The San Francisco Bay Area has nine counties: **Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, & Sonoma.**

- Full-time college student (12 units) who is currently enrolled in AND attending college. Applicants must already have a high school diploma or equivalent.

- Minimum GPA of 2.75.

- Complete the online application.

- E-mail a professional resume, unofficial transcript, personal statement, and one reference when you apply. Information on where to send these documents is included in the online application.

- Provide at least one reference, one of whom must be a college official (e.g. professor, counselor, advisor, etc).

- Applicants who already have a bachelor’s degree will be considered on a case-by-case basis.

Question 3: **When is the Summer Internship Program application due?**

Answer: **The 2023 Summer College Internship Program application is due online by 5:00 pm PST on Friday, February 24, 2023.**

Question 4: I am currently a college senior and will graduate before the start of the Port of Oakland internship program. Can I still apply?

Answer: Yes, applicants who graduate within six months from college prior to the start of the internship program may apply.

Question 5: I graduated from high school and I will be attending college in the Fall 2023. 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 6: Can I attend school outside of the Bay Area and still be eligible for the program? Will housing be provided?

Answer: Yes, you are eligible for the program. Applicants must be a resident of 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.* Please list your address with the online application. Housing will not be provided by the Port of Oakland.

Question 7: 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 8: Should I submit “official” college transcripts with my online application?

Answer: We will accept a **copy of your unofficial transcripts** as long as your name, previous academic term, and cumulative GPA are clearly listed. Information on where to send this document is included in the online application.

Question 9: I submitted my online application. I do not have my transcripts because I am still waiting to receive them, or I do not have my resume or personal statement ready to send. Can I finish the application and submit those documents separately?

Answer: Please submit your transcripts, resume and personal statement to the email address provided in the online application.

Interviews will not be scheduled until all required documents are received by the due date.

Question 10: For the references, what is considered a “school official?”

Answer: 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 11: What type of projects can I expect to work on?

Answer: Duties vary from general administrative to technical and project-based assignments. A brief description of the internship opportunities is noted in the 2023 Summer College Internship Program packet. More details and instructions will be provided on the first day of the internship for selected interns. There will be an opportunity to discuss your work assignments with your supervisor(s) in advance.

Question 12: What should I include in my personal statement?

Answer: Applicants must send a personal statement containing a maximum of 500 words. Please include information about your connection to the Bay Area and how an internship with the Port of Oakland would support your career goals. Information on where to send your personal statement is included in the online application.

Question 13: 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

Question 14: **What is the rate of pay?**

Answer: **The program rate is \$25.00 per hour. Please note that sick leave and holidays, such as Independence Day, are not paid.**

Question 15: **What if I cannot start the internship on Monday, June 12, 2023?**

Answer: *Consideration will be given to students who cannot start at the Port of Oakland on Monday, June 12, 2023 on a case-by-case basis. Applicants must 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 4?**

Answer: **Consideration will be given to students who need to return back and school before Friday, August 4 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 13 to Friday, March 31, 2023.**

Please note that the most qualified applicants will be scheduled for one interview. With your online application, please refer to Question #22 and your preferred week for an interview.

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

Answer: **All applicants will receive an email by Friday, March 10, 2023.**

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

Answer: **If you have additional questions, please email summerinternship@portokland.com or call:**

Julina Bonilla, 2023 Summer College Internship Program Coordinator, at (510) 627-1305

Lynette Mackey, 2023 Summer College Internship Program Assistant Coordinator, at (510) 627-1310

**Thank you for applying to the Port's 2023 Summer College
Internship Program!**



PORT OF OAKLAND

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