



## 2023 Summer College Internship Program

# Job Opportunities



*Port of Oakland Intern Class of 2019*

Division/Dept.	Internship Opportunities
<p data-bbox="240 245 354 275"><b>1. Audit</b></p> <p data-bbox="190 312 394 338">Location: 530 Water St.</p>	<p data-bbox="500 245 1427 373">Gain an understanding of the relationship between Internal Audit and Port management. Learn about professional internal auditing, financial data analysis, data entry and spreadsheet usage. Understand Port finances, leases, and operations from an audit perspective.</p> <p data-bbox="500 411 1427 539">The ideal candidate would be a college <b>junior, senior or graduate student</b> majoring in Accounting, Finance, or Business Administration. They are willing to learn new things every day, enjoy analysis, are curious and skeptical and work well with others.</p> <p data-bbox="500 577 753 606"><b>Anticipated Projects:</b></p> <ol data-bbox="516 615 1403 926" style="list-style-type: none"> <li>1. Perform audit of tenant leases to help ensure revenue is received</li> <li>2. Conduct audit fieldwork by taking photos of billboard ads and matching to Port revenue reports</li> <li>3. Use spreadsheets to test payments received for timeliness and calculate late fees</li> <li>4. Extract information from accounting reports and analyze the data</li> <li>5. Write audit working papers</li> <li>6. Take notes during audit meetings and visits</li> <li>7. Request data and files for use in an audit engagement</li> </ol>
<p data-bbox="240 997 410 1058"><b>2. Aviation Marketing</b></p> <p data-bbox="203 1142 386 1167">Location: 1 Airport Dr.</p>	<p data-bbox="511 997 1393 1058">The Aviation Marketing Intern will be primarily assisting with two projects integral to the success of the Aviation Marketing department in 2023.</p> <p data-bbox="511 1096 1427 1188">The first is the development of a digital database for key business contacts the department has collected over the years that is efficiently organized and properly inputted.</p> <p data-bbox="511 1226 1427 1415">The second is assisting the department in the planning and execution of the Air Service World Congress event to be hosted July 17-19, 2023. This event will attract hundreds of airport professionals and airline decision makers from around the world and will be the first time that a US airport will serve as host. The intern will assist in event logistical planning, promotion and coordination.</p> <p data-bbox="511 1453 1427 1650">The intern can expect to gain a greater appreciation for airport marketing and business development as well as hands on experience assisting in the planning and execution of a major conference and marketing activation event. Through these projects the intern will learn about and gain exposure to the various kinds of stakeholders, business contacts and relationships necessary to help support and grow the airport business.</p> <p data-bbox="500 1688 1427 1877">The department will gain much needed additional "hands on deck" support to execute the largest marketing activation of 2023 as the first ever US host of the Air Service World Congress. In addition, the department will benefit from having a well synthesized, organized, and useful business contact database that existing staff has not been able to prioritize due to other pressing priorities.</p>

<p><b>3. Aviation Planning &amp; Development</b></p> <p>Location: 1 Airport Dr.</p>	<p>Work with Planning &amp; 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.</p> <p>The ideal candidate will have an interest in planning, development, and project management.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>1. Assist and conduct studies and planning research on topics such as passenger and operations activity forecasts, passenger flow, optimization of aircraft layouts, hold room layouts, airfield layouts, and aircraft gate operations to assist in real-world improvements at OAK for ongoing and upcoming airport development projects</li> <li>2. Assist with site observations and field research on real-world operations and activities</li> <li>3. Work with the team on upcoming terminal enhancement enabling projects, including the OAK Food and Beverage Concessionaire Refresh program and restroom refresh programs</li> <li>4. Assist in preparing exhibits, presentations, and analyses for airport development and project meetings with stakeholder partners and airport leadership members</li> <li>5. Work with Port View Graphic Information System (GIS) database to populate and validate additional location-based data sets</li> </ol>
<p><b>4. Aviation Properties</b></p> <p>Location: 1 Airport Dr.</p>	<p>Work with Properties and other Oakland International Airport (OAK) staff on a range of concession, corporate aviation, and tenant outreach and development projects. Interface with internal and external stakeholders and learn how tenants, tenant relations, and tenant agreements are created, developed, administered, and maintained in an airport- environment.</p> <p>The ideal candidate will have an interest in property management, aviation, commercial development, and project management.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>1. Update concession price comparisons, analyze product usage and prepare Excel and Word reports of all concessionaires</li> <li>2. Track and report utilities usage in tenant storage spaces</li> <li>3. Review lease summaries and create forms to track all information</li> <li>4. Create contact list of all tenants</li> </ol>

<p><b>5. Communications</b></p> <p>Location: 530 Water St.</p>	<p>Gain an understanding of Port-wide communications with the opportunity to develop writing skills and be exposed to making videos, press and social media outreach, and crisis communications.</p> <p>The ideal candidate is interested in Communications, Marketing, Journalism, or English. A strong writer is desired.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>1. Develop social media content</li> <li>2. Update media contact lists</li> <li>3. Assist in communication planning</li> <li>4. Assist with Port harbor tours: interface and educate visitors about Port of Oakland</li> <li>5. Use written talents to communicate the “Port of Oakland” story</li> </ol>
<p><b>6. Engineering Aviation Project Design &amp; Delivery (Field)</b></p> <p>Location: 1 Airport Dr.</p>	<p>Gain valuable field experience and work closely with Design &amp; Resident Engineers in engineering design and administering &amp; managing construction projects. The ideal candidate will have the desire to gain knowledge in the construction management field.</p> <p>Candidates should possess the following skills: able to grasp new skills quickly, effective verbal and written communication skills and proficiency in using spreadsheet software. <b>Intermediate knowledge of MS Word and MS Excel required.</b></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Verify quantities by preparation of quantity calculations and cost estimates using MS Excel</li> <li>3. Review plans with contractors, verify construction work, log discrepancies between plans and actual construction</li> <li>4. Research and collect data on new green renewable energy projects occurring at other Airports or government facilities</li> <li>5. Research and collect data on new solutions &amp; technological advancements in EV Charging Systems, Solar PV Systems &amp; Battery Energy Storage Systems</li> </ol>
<p><b>6. Engineering Aviation Project Design &amp; Delivery (Office)</b></p> <p>Location: 1 Airport Dr.</p>	<p>Gain an understanding of how to prepare plans, construction cost estimates, and bid documents 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.</p> <p>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, MS Excel, and basic CAD drafting skills required.</p> <p>Anticipated Projects:</p>

	<ol style="list-style-type: none"> <li>1. Research and collect data for a ground water study and prepare a groundwater contour map.</li> <li>2. Support design engineers during preparation of construction plans, specifications, cost estimates, and project schedules.</li> <li>3. Verify quantities by preparing quantity calculations and cost estimates using AutoCAD and MS Excel.</li> </ol>
<p><b>7. Engineering Maritime Project Design &amp; Delivery</b></p> <p>Location: 530 Water St.</p>	<p>Gain experience in engineering design, cost estimating, and assist in field inspections for construction projects in the Oakland Seaport. Understand public contracting codes, contract administration procedures, office procedures, and work culture. Learn how to perform general calculations for cost estimating projects and use AutoCAD for design and design standard updates.</p> <p>The ideal candidate will have completed at least one year of college engineering classes, want to learn practical engineering skills and be self-starter. Intermediate knowledge of MS Word, MS Excel, and AutoCAD required.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>1. Create/Use MS Excel spreadsheets for estimates, budget tracking, and historical bid item values</li> <li>2. Assist with field inspections</li> <li>3. Create inventory of wharf piles</li> <li>4. Pavement asset management: support data collection in field, review archived data, compile, and analyze data in MS Excel, display findings in AutoCAD drawings</li> </ol>
<p><b>8. Environmental Permits &amp; Planning</b></p> <p>Location: 530 Water St.</p>	<p>Be exposed to a wide range of environmental work from an industry and landowner perspective.</p> <p>The ideal candidate will have an interest in learning features related to regulatory compliance, regulatory permitting, environmental planning, hazardous materials management, and development permits.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>1. Assist with record-keeping for environmental documents and development permits using MS Access, MS Excel, and scanning hardware and software</li> <li>2. Review existing regulatory permits (i.e. Bay Conservation &amp; Development Commission, San Francisco Bay Regional Water Quality Control Board), U.S. Army Corps of Engineers).</li> <li>3. Document, schedule, and track compliance requirements</li> <li>1. Conduct site inspections with staff, including scheduling, documenting, and following up with required action items</li> <li>2. Update cost recovery charts for insurance policies as it related to the pollution liability insurance. Update/categorize documents in the Port's historical archives room.</li> <li>3. Attend staff and project meetings with staff, including regulatory agency meetings, document discussions and action items.</li> <li>4. Assist with organizing intranet</li> </ol>

<p><b>9. Executive Office /Secretary to the Board</b></p> <p>Location: 530 Water St.</p>	<p>For Executive Office, the intern will learn administrative skills and assist with two main projects:</p> <ol style="list-style-type: none"> <li>1. Affinity group policies - Review policies on employee-led volunteer groups from other public agencies, compare and analyze what the Port offers; prepare a draft policy for the Port</li> <li>2. Giving Campaign programs - Review workplace giving campaign programs of other public agencies, compare to the Port's current program, and make recommendations of how the Port can improve their program and increase employee engagement</li> </ol> <p>For Secretary of the Board, the intern will assist with the following:</p> <p>Record retention, filing paper &amp; electronic records. The intern will also shadow Marcel on Board meeting days.</p> <p>We hope the intern will gain experience with the Port's operations, internal communications, public outreach and running public meetings.</p>
<p><b>10. Financial Analyst</b></p> <p>Location: 530 Water St.</p>	<p>Gain a general understanding of utility policies and procedures from multiple utilities and Port of Oakland. Interest in sustainability, business, data analytics and energy policy or utility operation are highly desired.</p> <p>Intermediate knowledge of MS Word, including use of mail merge and MS Excel, including advanced formulas, functions and techniques required. Knowledge of Port View Graphic Information System (GIS) database and related software systems is a plus.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>1. Research utility policies and procedures from other municipal utilities to develop draft utilities policy and procedures for the Port of Oakland</li> <li>2. Research details in infrastructure for future planning of use and conservation of water, electric, and gas</li> <li>3. Research of transportation planning related to air travel, shipping, and the supporting systems (electric cars, automated trucks and cars, etc.)</li> <li>4. Perform data analysis, identify patterns and trends (buildings, electric vehicles, cold storage, ships powered by shore systems, etc.)</li> <li>5. Assist with refreshing meter book (The Port uses meter books to record meter readings and calculate the energy consumed by our customers)</li> </ol>
<p><b>11. Governmental Affairs</b></p> <p>Location: 530 Water St.</p>	<p>Gain an overall understanding of the relationship between the Port of Oakland and federal, state, regional, county, and local governments, and stakeholders. 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.</p>

	<p>The ideal candidate should possess an interest in government, be responsible and highly motivated. Strong communication skills and a team player spirit are desired.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>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</li> <li>2. Assist in preparing and delivering staff briefings and fact finding of various policy issues affecting the Port</li> <li>3. Create a Port overview information packet to present to elected offices to better inform them regarding port history, operations, finances, strengths/limitations, resources, economic Impacts, etc.</li> <li>4. Organize an intern "Brown Bag," and assist in preparations and implementation of successful visits to the Port by elected officials and dignitaries</li> </ol>
<p><b>12. Human Resources Health &amp; Safety and Emergency Operations Center</b></p> <p>Location: 530 Water St.</p>	<p>Gain an overall understanding of general safety programs and training development, including emergency/disaster plans.</p> <p>The ideal candidate is pursuing a degree in Safety (Professional, Engineering or Industrial Hygiene), Health (Public Health or occupational medical related) or Emergency Planning (emergency management or similar).</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>1. Conduct safety program/training audits and generate detailed findings reports</li> <li>2. Review &amp; update Port Health &amp; Safety programs (with assistant from EH&amp;S Specialist)</li> <li>3. Assist in Emergency Operations Center (EOC) plan development</li> </ol>
<p><b>13. Information Technology</b></p> <p>Location: 530 Water St.</p>	<p>Gain an overall understanding of the functions of an Information Technology department within a public agency that supports Aviation, Maritime and Commercial Real-estate, including the installation, maintenance and support of end user devices, business systems, applications, and networks.</p> <p>The ideal candidate is interested in IT, has a desire to work with others to maintain technology devices within an agency, and has good communication and customer service skills.</p> <p>Anticipated Projects Areas:</p> <ul style="list-style-type: none"> <li>• Set up new users with workstations, including telephone and other devices.</li> <li>• Resolve help desk inquiries</li> <li>• Prepare procedures and user documentation for using the Port's business operations</li> <li>• Manage inventory for Port's IT assets to improve efficiency, and increased visibility, of hardware lifecycles</li> </ul> <p>Select and implement Cybersecurity training programs/classes Develop and test software patching</p>

<p><b>14. Legal</b></p> <p>Location: 530 Water St.</p>	<p>The primary project for this internship is to review, compile, and revise several key Port policies, including the Salary Ordinance (which contains over 1,000 amendments) and pending policies to be enacted.</p> <p>This will require an extreme attention to detail, ability to review large amounts of text, and an eye for proofing language for legal consistency.</p> <p>Additional projects may be assigned depending on need and the intern's interests, and as a corollary to the primary project.</p> <p>Interns are also encouraged to attend legal meetings and activities as appropriate.</p>
<p><b>15. Maritime</b></p> <p>Location: 530 Water St.</p>	<p>Gain an overall understanding of the Port's Maritime operations, including business strategy, project management procedures, the various stakeholders involved, and the Port's role in a global supply chain.</p> <p>The ideal candidate should be familiar with general business concepts and be able to perform complex research, analyze, communicate, and evaluate critical concepts, and be computer savvy. Some knowledge of Maritime operations is desirable, although not required.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>1. Conduct verification, clean up, and update of maritime directory through direct outreach via phone calls.</li> <li>2. Tour a marine terminal, rail yard, and transloading facility to gain an in-depth understanding of Port operations.</li> <li>3. Accompany maritime supervisors to meet shippers to learn about goods and commodities being purchased.</li> <li>4. Assist with data analysis of trade data and assignment of projects related to data analysis.</li> </ol>
<p><b>16. Risk Management</b></p> <p>Location:530 Water St.</p>	<ol style="list-style-type: none"> <li>1. Analyzes incoming certificates of insurance for accuracy and compliance with leases, public works contracts, and other agreements.</li> <li>2. Follows up with external parties as well as Port staff to collect complaint insurance documentation.</li> <li>3. Determines insurance coverage eligibility and requirements; assesses and recommends the need for waivers of insurance for contracted workers and consultants.</li> <li>4. Reviews and assists in the development of requests for proposals; revises vendor contracts for appropriate insurance provisions; administers and monitors contracts for compliance.</li> <li>5. Maintains electronic and paper files.</li> <li>6. Monitors the driving status of Port employees and coordinates the development of related notices for the Port Risk Manager.</li> <li>7. Produces reports and analyses as required concerning insurance related matters; prepares reports of claims activity and cost of risk.</li> </ol>



	<ol style="list-style-type: none"> <li>8. Reports claims to insurance carriers, TPA, adjusters, and insurance brokers.</li> <li>9. Provides research and support to the risk management team.</li> <li>10. Performs related duties as assigned.</li> </ol>
<p><b>17. Social Responsibility Community Relations</b></p> <p>Location: 530 Water St.</p>	<p>Gain experience with managing multiple projects simultaneously, while developing interpersonal and communication skills with people from diverse backgrounds and different levels of authority. This position supports outreach and partnership building efforts.</p> <p>The ideal candidate should be interested in corporate responsibility and community development.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>1. Community Investment Program: support outreach activities associated with Community Investment partners and assist with grant consultation and development</li> <li>2. Assist with Port Harbor Tours and other community relations programs</li> <li>3. Support the department in community engagement activities related to major Port of Oakland projects</li> <li>4. Support Science, Technology, Engineering and Mathematics (STEM) programming with community-based organizations and local schools</li> </ol>
<p><b>18. Social Responsibility Contract Compliance</b></p> <p>Location: 530 Water St.</p>	<p>Learn about the methodology and approaches for social equity, external agency approach, contracting community interaction and interaction within a public agency.</p> <p><u>The ideal candidate should possess an interest and desire in social equity program and policies administration/implementation in Port business.</u></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> <li>1. Develop recommendations for utilizing social media platforms to inform local community-based, workforce development and training organizations of bid opportunities/certification program to build the Port's visibility in the community and to attract contractors to bid on projects</li> <li>2. Develop an inventory of local firms/agencies that provide technical assistance to small businesses within a focus on disadvantaged business enterprises</li> <li>3. Research best practices on local, small business utilization data collection and technical analysis</li> <li>4. Organize multiple events to share Port information with local small businesses</li> <li>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)</li> </ol>
<p><b>19. Social Responsibility Workforce Development</b></p>	<p>Provide support to and learn about innovative workforce policies that are reshaping economic development for residents in the Port's local impact areas (Oakland, San Leandro, Alameda, and Emeryville).</p>

Location: 530 Water St.

The ideal candidate is interested in community development and how the workforce development strategies impact the community.

Anticipated Projects:

1. Learn about workforce partnership evaluation and learning models
2. Support local hire efforts in partnership with the Port's business partners and community-based organizations
3. Assist with monitoring/designing and tracking of local hire efforts
4. Review and analyze labor market demographics
5. Provide workforce development support that includes participation in internal and external meetings