



2024 Summer College Internship Program

Available Opportunities

Division/Dept.	Internship Opportunities
1. Aviation Marketing Location: 1 Airport Dr.	<p>The Aviation Marketing Intern will be primarily assisting with projects integral to the success of the Aviation Marketing department in 2024.</p> <p>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>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>2. Aviation Planning & Development</p> <p>Location: 1 Airport Dr.</p>	<p>Work with Aviation 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 capital improvement 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"> 1. Assist and conduct studies, prepare planning research, and collect and analyze data 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 improvements at OAK for ongoing and upcoming airport development projects. 2. Work with the team on upcoming terminal enhancement enabling projects, including the OAK Terminal Food and Beverage/Retail Concessions program, restroom upgrade programs, and other terminal upgrades. 3. Assist in research pertaining to latest airport and aviation industry trends in sustainability and zero emissions technologies including but not limited to vehicle and/or aircraft electrification, energy generation and management, and sustainable fuels, such as SAF, hydrogen 4. Assist in preparing exhibits, presentations, and analyses for airport development and project meetings with stakeholder partners and airport leadership members. 5. Assist with site observations and field research on aviation operations and activities. 6. Attend project meetings and document decisions.
<p>3. Commercial Real Estate</p> <p>Location: 530 Water St.</p>	<p>Work with CRE Staff to collect data, update and create databases, and format marketing materials.</p> <p>The ideal candidate is pursuing or has a degree in real estate. During the morning hours, assist the CRE Division in the filing of tenant correspondence, scanning into the shared files various tenant related items, scanning project binders, collecting data, and creating databases, formatting marketing materials, and other administrative support tasks.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Scan project binders to support related projects. 2. Collect data and create databases to support the Commercial Real Estate Divisions agenda. 3. Analyze, create, and format marketing materials to support the overall agenda of Commercial Real Estate.

<p>4. Communications</p> <p>Location: 530 Water St.</p>	<p>Gain an understanding of Port-wide communications and all that entails (news releases, presentations, smartphone video production, social media, crisis communications). The ideal candidate is interested in Communications, Social Media, and/or Journalism. A strong writer is desired.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Develop social media content 2. Update media contact lists 3. Assist with Port harbor tours: interface and educate visitors about Port of Oakland 4. Use written talents to communicate the “Port of Oakland” story
<p>5. Engineering Aviation Project Design & Delivery (Field)</p> <p>Location: 1 Airport Dr.</p>	<p>Gain valuable field experience and work closely with Design & Resident Engineers in engineering design and administering & 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: ability to grasp new skills quickly, effectively give verbal and written communication skills and proficiency in using spreadsheet software. Intermediate knowledge of MS Word, MS Excel and basic CAD drafting skills required.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 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 4. Research and collect data on new green renewable energy projects occurring at other Airports or government facilities 5. Research and collect data on new solutions & technological advancements in EV Charging Systems, Solar PV Systems & Battery Energy Storage Systems
<p>6. Engineering Aviation Project Design & Delivery (Office)</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, Adobe Bluebeam, and basic CAD drafting skills required.</p>

	<p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Research and collect data for a ground water study and prepare a groundwater contour map. 2. Support design engineers during preparation of construction plans, specifications, cost estimates, and project schedules. 3. Verify quantities by preparing quantity calculations and cost estimates using AutoCAD and MS Excel.
<p>7. Engineering Maritime Project Design & Delivery</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 a self-starter. Intermediate knowledge of MS Word, MS Excel, and AutoCAD required.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 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 asset management: support data collection in field, review archived data, compile, and analyze data in MS Excel, display findings in AutoCAD drawings
<p>8. Engineering Services-Construction Admin (Office)</p> <p>Location: 530 Water St.</p>	<p>Gain an understanding of how to prepare and administer Public Works construction and professional service consulting contracts. Learn Port of Oakland standard contracting procedures and how the Port utilizes stand-alone and on-call contract types to implement Aviation, Maritime, and Facilities projects.</p> <p>The ideal candidate should possess an interest and desire to learn about Public Works contracting, Port of Oakland contracting procedures, and data management. Candidates should possess the following skills: attention to detail, organization and accuracy, good verbal, and written communication skills. Intermediate knowledge of MS Word, MS Excel, and Adobe Acrobat required. Familiarity with MS Planner and MS Power Automate a plus!</p> <p>Anticipated Activities:</p> <ol style="list-style-type: none"> 1. Public Works Construction and Professional Service contract start up and closeout. 2. Informal RFP issuance. 3. Pre-Construction Meeting coordination and meeting minutes 4. On-Call Request processing.

	5. Project documentation organization and tracking
9. Engineering Services- Project Management (Office) Location: 530 Water St.	<p>Opportunity to learn how a government agency develops and delivers Capital Improvement Projects on a programmatic and a project level. Programs and projects may span all Departments of the Port including Aviation, Commercial Real Estate and Maritime.</p> <p>The ideal candidate should be an Engineering Undergraduate with an interest and desire to learn about project management, infrastructure projects, program development, and public contracts. Candidates should possess the following skills: attention to detail, organization and accuracy, good verbal, and written communication skills. Intermediate knowledge of MS Word, MS Excel, and Adobe Acrobat required. Familiarity with MS Planner and MS Power Automate a plus!</p> <p>Anticipated Activities:</p> <ol style="list-style-type: none"> 1. Coordinating data collection from different departments 2. Attending meeting and taking meeting notes 3. Schedules Coordination/Processing 4. Data Processing
10. Environmental, Health & Safety and Business Continuity/ Emergency Management Location: 530 Water St.	<p>Gain an overall understanding of general EH&S programs, policies and plans and training development, including business continuity and emergency/disaster response 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"> 1. Working with our revenue divisions, conduct safety program/training audits and generate detailed findings reports 2. Review & update Port EH&S programs (with assistant from EH&S Specialist) 3. Assist in Emergency Operations Center (EOC) plan development
11. Environmental Permits & Planning Location: 530 Water St	<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 pathway towards zero emissions operations, climate resiliency, sustainability, regulatory compliance, regulatory permitting, environmental planning, hazardous materials management, grant funding opportunities, and development permits.</p> <p>Anticipated Projects include but are not limited to:</p> <ol style="list-style-type: none"> 1. Support with community engagement activities, such as preparing deliverables for presentations, drafting meeting minutes, administering logistics and preparing conference room. 2. Review, coordinate, and engage with other agencies, organizations, industries, and communities on zero emission opportunities.

	<ol style="list-style-type: none"> 3. Coordinate with staff on sustainability opportunities and resiliency efforts. 4. Seek grant funding opportunities to support the Port's goal towards zero emissions, sustainable, and resilient port. 5. Assist with record-keeping for environmental documents and development permits using MS Access, MS Excel, and scanning hardware and software. 6. Review existing regulatory permits (i.e. Bay Conservation & Development Commission, San Francisco Bay Regional Water Quality Control Board), U.S. Army Corps of Engineers). 7. Document, schedule, and track compliance requirements 8. Support staff with applying for permits such as gathering data, coordinating data, coordinating feedback, and completing application package. 9. Conduct site inspections with staff, including scheduling, documenting, and following up with required action items. 10. 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. 11. Attend staff and project meetings with staff, including regulatory agency meetings, document discussions and action items. 12. Assist with organizing intranet.
12. Governmental Affairs Location: 530 Water St.	<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 governmental and political systems, be responsible and highly motivated. Strong communication skills and a team player-spirit is desired.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Assist staff with compiling recent legislative and political 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 outreach/informational materials to better inform stakeholders of port projects, history, operations, finances, strengths/limitations, resources, and economic impacts, etc. 4. Organize an intern event with an elected official. 5. Assist in preparations and logistics for successful visits to the Port by elected officials and dignitaries.

13. Human Resources Programs Development Location: 530 Water St.	<p>Gain an overall understanding of Human Resource processes and programs. The ideal candidate is pursuing a degree in Human Resources or related field of study.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Coordinate and plan events related to HR. 2. Create marketing materials which will support the Appreciation Luncheon. 3. Coordination and distribution of HR policies and programs. 4. Projects related to labor relations.
14. Information Technology Location: 530 Water St.	<p>Gain an overall understanding of the functions of the Technology & Innovation division within a public agency that supports Aviation, Maritime and Commercial Real-estate, including the installation, maintenance and support of end user devices, business systems and 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. Ideally the candidate has a computer-based field of study.</p> <p>Anticipated Projects Areas:</p> <ol style="list-style-type: none"> 1. Set up new users with workstations, including telephone and other devices. 2. Resolve help desk inquiries 3. Prepare procedures and user documentation for using the Port's business operations 4. Manage inventory for Port's IT assets to improve efficiency, and increased visibility, of hardware lifecycles 5. Select and implement Cybersecurity training programs/classes 6. Develop and test software patching
15. Legal Location: 530 Water St.	<p>The primary projects for this internship include reviewing, compiling, and revising Port policies and procedures, as well as conducting other research and writing activities as needed and requested.</p> <p>The ideal candidate should be willing to tackle a range of projects (from the simple/routine to the complex), pay an extreme attention to detail, and be able synthesize substantial amounts of text into well-written summaries.</p> <p>Additional projects may be assigned depending on need and the intern's interests. Interns are also encouraged to attend legal meetings and activities as appropriate.</p>
16. Maritime Location: 530 Water St.	<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</p>

	<p>operations is desirable, although not required.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Conduct verification, clean up, and update of maritime directory through direct outreach via phone calls. 2. Tour a marine terminal, rail yard, and transloading facility to gain an in-depth understanding of Port operations. 3. Accompany maritime supervisors to meet shippers to learn about goods and commodities being purchased. 4. Assist with data analysis of trade data and assignment of projects related to data analysis. 5. Marketing projects in relation to Maritime. 6. Port improvement projects.
<p>17. Risk Management</p> <p>Location: 530 Water St.</p>	<p>Gain an introduction to the insurance industry and risk management practices within a public agency. The ideal candidate is interested in how the risk management process works and learning about the insurance industry.</p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 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 6. Assist in gathering data for insurance renewals
<p>18. Social Responsibility Community Relations</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"> 1. Community Investment Program: support outreach activities associated with Community Investment partners and assist with grant consultation and development 2. Assist with Port Harbor Tours and other community relations programs 3. Support the department in community engagement activities related to major Port of Oakland projects 4. Support Science, Technology, Engineering and Mathematics (STEM) 5. programming with community-based organizations and local schools
<p>19. Social Responsibility Contract Compliance</p> <p>Location: 530 Water St.</p>	<p>Learn how a public agency facilitates economic opportunities for small, local, and diverse businesses while expanding your professional network for future internships and employment.</p>

	<p><u>The ideal candidate should possess an interest in and desire to advance economic equity programs and policies.</u></p> <p>Anticipated Projects:</p> <ol style="list-style-type: none"> 1. Certification Workshop: Plan and facilitate a workshop for small, local, and diverse businesses that seek to contract with the Port. 2. Transportation Summer Intern Reception: Work with COMTO professionals to plan and facilitate a reception for college students who are interning with Northern California transportation related companies/agencies (including the Port of Oakland) to introduce them to each other and potential employers.
<p>20. Social Responsibility Workforce Development</p> <p>Location: 530 Water St.</p>	<p>Workforce Development is located within the Social Responsibility Division and is responsible for implementing various workforce related initiatives, and our workforce policy.</p> <p>The successful candidate for the position works well in a team environment and can execute tasks independently.</p> <p>The Workforce Development Intern will assist the Workforce Development Manager with the coordination of the 2024 College Summer Internship program elements including:</p> <ol style="list-style-type: none"> 1. Finalizing intern activities for brown bag lunches, seaport and airport tours, and intern appreciation luncheon. 2. Logistic support for interns that includes trouble shooting IT, HR, and other intern admin specific tasks as required. 3. Digital material development to promote specific intern activities. 4. Support other workforce development activities as needed.



2024 Summer College Internship Program

FREQUENTLY ASKED QUESTIONS (FAQs)



Contact Information:

Please email summerinternship@portoakland.com or call

Breana Lewis (510)-627-1128



2024 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 10, 2024, through Friday August 2, 2024. 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.
- Professional resume, unofficial transcript, personal statement, and two references when you apply. Information on where to send these documents is included in the online application.

- Provide two (2) references, 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
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Question 3: When is the Summer Internship Program application due?

Answer:

The 2024 Summer College Internship Program application is due online by **5:00 pm PST on Friday, February 23, 2024.**

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 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 2024. 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. 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?

Yes, if 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. You must submit your unofficial transcripts when you apply.

Question 9: 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 10: 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 2024 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 11: 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. Your personal statement must be submitted with your application.

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

Question 13: 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 14: What if I cannot start the internship on Monday, June 10, 2024?

Answer:

Consideration will be given to students who cannot start at the Port of Oakland on Monday, June 10, 2024, on a case-by-case basis. Applicants must provide this information during the initial application process.

Question 15: What if I need to return to school and cannot be at the Port of Oakland until Friday, August 2?

Answer:

Consideration will be given to students who need to return back and school before Friday, August 2 on a case-by-case basis. Please provide this information during the initial application process.

Question 16: 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 casually.

Question 17: 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 to Friday, April 5, 2024.

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

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

Answer:

All applicants will receive an email by Monday, April 15, 2024.

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

Answer:

If you have additional questions, please email summerinternship@portoakland.com or call:

Breana Lewis, 2024 Administrative Assistant for the Summer Internship Program, at

(510)-627-1128.

Thank you for applying to the Port's 2024 Summer College Internship Program!



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