



# **PORT OF OAKLAND**

## **Social Responsibility Division**

### **2015 College Summer Internship Program**

#### **PROGRAM DESCRIPTION** for the position of

#### **2015 SUMMER COLLEGE INTERN**

**(Please read carefully before applying)**

#### **BACKGROUND**

For over 17 years, the Port of Oakland has provided summer jobs, work experience and exposure to careers for hundreds of students through its Summer College Internship Program. An internship can be a student's very first job or a stepping stone to a career path by opening doors and opportunities for the future.

#### **PROGRAM OBJECTIVES**

The overall goal of the Summer College Internship Program is to provide a professional work experience for undergraduate and graduate college students pursuing careers in aviation, commercial real estate, communications, engineering, corporate social responsibility, maritime and other areas of business. The Program aims to engage high caliber students and recent graduates to provide them the opportunity to:

- Gain substantive professional experience as well as exposure to critical issues pertaining to Port of Oakland operations.
- Develop a comprehensive perspective on the Port of Oakland's mission and service delivery at the local, national and international levels.
- Receive networking, personal and professional development opportunities, including opportunities to meet with the Port of Oakland Board of Port Commissioners and senior management as well as some of the organization's key external stakeholders.

#### **PROGRAM OPERATIONS**

Based on a highly competitive selection process, successful applicants will begin internship assignments on **June 15, 2015 through August 14, 2015**. (On a case by case basis, consideration will be given to students needing to return to school early.) Mandatory workshops, meetings, trainings and activities are part of the Program.

## **PROGRAM REQUIREMENTS AND SELECTION CRITERIA**

### **SELECTION OF INTERNS**

College or graduate students will be selected through a competitive process; up to a total of sixteen (16) students can be selected for the 2015 Summer College Internship Program. Port departments make their requests for students with specific skills and knowledge areas or for students who have a strong interest or are majoring in a particular field. The Port will base its selection of interns on meeting program and department requirements and the results of an oral interview. Those interns selected will be matched with a specific department where they will work on advancing critical projects or assignments.

### **ABOUT THE PROGRAM**

The Summer College Internship Program is a 9-week paid internship opportunity designed to provide exposure to professional careers and work-place experience. It also creates an environment where students can develop work habits and communication skills that will help shape and support their future career interests.

The types of duties interns will perform may vary from managing a project to analytical work that will require some technical tasks and/or field work. Additionally, the duties may require specific proficiencies, writing abilities and/or particular computer skills. The varied skills and expertise of Port staff offer interns an opportunity to gain insight into a variety of fields including: aviation, communications, community relations, contract compliance, engineering, environmental programs, executive office, governmental affairs, human resources, maritime, legal and airport security.

### **INTERNSHIP PROGRAM TERM AND PAY**

The term of the College Internship Program is 9-weeks. The Program starts on Monday, June 15, 2015 and ends on Friday, August 14, 2015. Intern assignments are located at the Port of Oakland Administration Building, located at 530 Water Street in the Port's Jack London Square, at the Oakland International Airport on the border of Oakland, San Leandro and the San Francisco Bay, or at Maritime at Harbor Facilities (651 Maritime Street) in the heart of the Oakland seaport near the 880 freeway and the Bay Bridge.

Interns will work no more than 25 hours per week, Monday – Friday during normal business hours (8:30 am – 5:00 pm).

The program pay rate for graduate students is \$16.15 per hour and \$13.45 for undergraduate students.

### **EVALUATION**

The intern's department manager or her/his designee will be required to work closely with the intern and evaluate the student's work performance at the end of the internship. Interns will be required to attend mandatory workshops and trainings to enhance their intern experience.

## **ELIGIBILITY REQUIREMENTS**

Applicants must meet all of the requirements listed below:

- **Must** be currently enrolled in college  
(*Students must provide a copy of college enrollment verification letter*)
- If admitted into a graduate program, but not currently enrolled in college, students must attach a copy of their graduate acceptance letter
- **Minimum** grade point average of 3.0  
(*Students must provide a copy of most recent transcript*)
- **Submit** a minimum of two letters of recommendation from advisor/counselor/dean
- **Must** be a resident in the San Francisco Bay Area during the term of internship. SF Bay area includes nine counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma  
(*Preference provided to residents of Alameda and Contra Costa Counties*)
- **Students who are selected for hire** will be required to start on June 15 and complete and pass a Port medical examination during the week of June 8.

Oral Interviews will be scheduled for applicants that meet all eligibility requirements of the internship program.

Application materials for this position consist of **5 required parts**:

1. A completed Port of Oakland Employment Application that includes the Supplemental Questionnaire
2. Attach a copy of college enrollment verification letter
3. Attach a copy of most recent transcript (minimum 3.0 GPA)
4. Attach 2 letters of recommendation from advisor/counselor/dean
5. Attach a copy of your graduate acceptance letter (*if applicable*)

Some interns, depending on the location of the assignment, may be required to complete and pass a background check, which will include fingerprinting and a Criminal History Records Check (CHRS) prior to being considered for employment at the Port of Oakland as an intern.

The final candidates are recommended to the Executive Director for final approval.

**APPLICATION DUE DATE: April 10, 2015 @ 5:00 pm (PDT)**

**Two ways to apply:**

1. Apply online at <http://www.portofoakland.com/jobcenter/>  
or
2. Pick up and submit paper application packet at:  
(Port of Oakland Administrative Offices, 530 Water Street, Oakland, CA 94607)

**Please note:** We will **only accept** Letters of Recommendation after the application due date (April 10). You may email the Letters of Recommendation to [portofoaklandintern@portoakland.com](mailto:portofoaklandintern@portoakland.com), but **no later** than April 17.

**For questions, please call (510) 627-1419**



**PORT OF OAKLAND**

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***Your Port, Your Partner.***

[www.portofoakland.com](http://www.portofoakland.com)





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### 2015 SUMMER COLLEGE INTERNSHIP OPPORTUNITIES FORM

**Please read each description carefully.** Of the 15 internship opportunities available, please choose the **top three assignments** you are most interested in and qualified for, and specify them on the Supplemental Questionnaire. (Example – 1<sup>st</sup> Choice – Aviation Marketing, 2<sup>nd</sup> Choice – Human Resources, 3<sup>rd</sup> Choice – Legal)

| <i>Opportunity</i> | <i>Department/Division and Project Assignment</i>   | <i>Location</i>   |
|--------------------|---|---|
| 1.                 | <p><b>Aviation/Airport Business Office</b><br/>Collection and reporting of Aviation operations and financial data for monthly reports and analyses of Airport metrics.</p> <p>Successful applicant should have good analytical and critical thinking skills.</p>  | Oakland International Airport - Airport Business Office |
| 2.                 | <p><b>Aviation Marketing</b> (2 openings)<br/>Data collection and analysis, database development, design and production of reports, research; writing for newsletter and social media.</p>  | Oakland International Airport – Earhart Rd 205          |
| 3.                 | <p><b>Aviation Security</b><br/>Preparation of perimeter gate data for inclusion in PortView GIS possibly CCURE programming depending on skills (e.g., computer science / computer engineering).</p>  | Oakland International Airport – South Field             |
| 4.                 | <p><b>Board/Executive Office</b><br/>Collect and standardize common Port presentations<br/>Update a comprehensive review of Port departments for a briefing book for new Commissioners. This information likely overlaps with Port presentations.</p> <p>Update and upload online information for Commissioners and Public.</p> <p>Requires analytical skills, basic powerpoint or other advanced tools for presenting information.</p> | 530 Water Street<br>6 <sup>th</sup> Floor               |



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| <i>Opportunity</i> | <i>Department/Division and Project Assignment</i>   | <i>Location</i>                           |
|--------------------|---|---|
| 5.                 | <b>Communications Division<br/>Media/Public Relations</b><br>Social media monitoring for things people are writing about the Port of Oakland on Twitter and Facebook and other social media outlets; Helping with ideas relevant for expanding Port of Oakland's social media presence. Social media measurement; Scanning the competition's websites and social media for their communications output, Smartphone video, photography, and editing. Assisting with video shoots. Updating media lists and other data lists. Possible writing tasks and event support. Creating slide presentations and graphics. Other general assistance with communications projects. | 530 Water Street<br>3 <sup>rd</sup> Floor |
| 6.                 | <b>Engineering E/M Maritime</b><br>Research, analyze, and prepare report on Maritime Terminal lighting upgrade utilizing lighting calculation software. Knowledge in using AutoCAD and AGI32 lighting software desired.<br><br>Research and develop fee based rates to capture Port staffing costs administering Maritime Shore Power Program. Knowledge in MS Excel desired.   | 530 Water Street<br>2 <sup>nd</sup> Floor |
| 7.                 | <b>Engineering/Geomatics (2 openings)</b><br>Project duties will mostly involve field surveying activities - high precision differential leveling, GPS control surveying, traversing for boundary control. Project duties will also include office processing of measurements, user calibration of survey equipment.  | 530 Water Street<br>2 <sup>nd</sup> Floor |



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|--------------------|---|---|
| <b>8.</b>          | <p><b>Engineering Services</b><br/>*Programmer Required*</p> <p>Intern will work with an Engineer to continue development of a Construction Management Software development in Visual Basic and C#. C++ and JavaScript experience is a plus.</p> <p>The Construction Management Software will be an automated program that will reside in the Port servers that will track submission of progress payments and other documents that are received on a day to day basis. This software is intended to monitor the various check points from various staff for viewing and approval.</p> <p>There will be other small projects that this individual may develop to aid in the Construction Management duties.</p> | 530 Water Street<br>2 <sup>nd</sup> Floor |
| <b>9.</b>          | <p><b>Environmental</b></p> <p>Assist with implementation of the Port's industrial and municipal storm water programs. Assist with organization and display of the Port's archives. Input information and organize databases. Record minutes of division staff and other meetings.</p>  | 530 Water Street<br>2 <sup>nd</sup> Floor |
| <b>10.</b>         | <p><b>Governmental Affairs</b></p> <p>Tracking state and federal legislation that directly affects Port operation. Monitoring local and regional government initiatives through attendance at local City Council meetings and regional planning meetings in the Port's Local Impact Area and following legislative agendas. Conducting research and writing assignments on state and local policy issues.</p>   | 530 Water Street<br>3 <sup>rd</sup> Floor |



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|--------------------|--|---|
| 11.                | <p><b>Human Resources</b></p> <p>The college intern may be exposed to different aspects of HR including organizational effectiveness, equal opportunity, payroll and benefits, recruitment and selection, and workers compensation.</p> <p>Main projects/assignments:<br/>Tabulate results of training class surveys using Excel spreadsheet for reporting purposes.</p> <p>Support development of Port-wide Schedule of Training Classes – research topics, schedule classes, and assist with Port-wide communication.</p> <p>Desirable – Recommend and demonstrate Mobile Device applications that enhance work productivity (i.e. EVERNOTE).</p> <p>Assist OEO with annual ADA stakeholder meetings.</p> <p>Review and revise Administrative Policies AP452 &amp; AP453 (Port of Oakland Discrimination Complaint Procedures and Unlawful Harassment Policy and Complaint Procedures) for uniform process.</p> <p>Assist with coordinating company events (logistics, setup, RSVP, communications, etc.).</p> <p>Auditing of time coding for employees on protected leave/exceptions.</p> | 530 Water Street<br>3 <sup>rd</sup> Floor |



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|--------------------|--|---|
| <b>12.</b>         | <p><b>Legal</b></p> <p>In general, the Graduate student intern will perform a wide variety of tasks, including but not limited to, conducting legal research and writing specific questions of law. Will provide Legal department help in responding to public records request.</p> <p>Ideal candidate will have an interest in government law, or serving as public attorney.</p> <p>Other duties may be assigned.</p>  | 530 Water Street<br>4 <sup>th</sup> Floor |
| <b>13.</b>         | <p><b>Maritime</b></p> <p>Work closely with Maritime Marketing team to identify current and emerging user needs related to Customer Relationship Management (CRM – Salesforce).</p> <p>Develop process for use of Salesforce by the Maritime Marketing department, including (1) defining requirements for contact management and sales call reporting, (2) identifying other Salesforce functionality, as appropriate, that can help support and enable the commercial team in increasing customer engagement and activity, and (3) designing standards for Salesforce data entry and updates – i.e., ongoing data quality and relevance.</p> <p>Develop and implement training program for commercial team on Salesforce process.</p> <p>Analyze and improve existing data quality in Salesforce, including (1) removal of duplicate and old contacts and (2) update of key contacts.</p> <p>Other duties as assigned.</p> | 530 Water Street<br>6 <sup>th</sup> Floor |





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|--------------------|--|---|
| 14.                | <p><b>Social Responsibility Division<br/>Community Relations Department</b></p> <p>#1: Community Investments: Environmental Sustainability &amp; Healthy Communities</p> <p>The intern will assist in the development of a community investment strategy in the “Environmental Sustainability &amp; Healthy Communities Sector”.</p> <p>The project will involve:<br/>(1) Researching and creating an inventory of: Ports across the USA that have environmental programs <u>and</u> organizations in the sectors of environmental sustainability, and healthy communities, (2) Working in coordination with the Port Environmental Programs and Planning Director to inform the project and identify key areas of opportunity, (3) Working with key department staff on identifying areas of opportunities that will maximize public awareness of the Middle Harbor Shoreline Park and the Park Naturalist Programs.</p> <p>#2: Digital Media<br/>Assist in the creation of videos that capture community relations programs; engaging social media and linking Community Relations activities with those of other similar organizations.</p> <p>Other: Assist the department in coordinating community events.</p> | 530 Water Street<br>3 <sup>rd</sup> Floor |



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|--------------------|---|---|
| 15.                | <p><b>Social Responsibility Division</b><br/><b>Contract Compliance Department</b><br/>Work closely with the Contract Compliance team to conduct an analysis and comparison of the regional workforce development providers that prepare workers for Port careers.</p> <p>Track key departmental milestones related to local and disadvantaged business utilization.</p> <p>Assess the implementation of the new minimum wage law (effective March 2, 2015) and its impact on Port business.</p> <p>Analysis of contractors (prime/sub) that have worked on Port projects for the last 3 years and track their continued participation with the Port.</p> | 530 Water Street<br>3 <sup>rd</sup> Floor |