



PORT OF OAKLAND

Social Responsibility Division

2016 Summer College Internship Program

PROGRAM DESCRIPTION for the position of

2016 SUMMER COLLEGE INTERN

(Please read carefully before applying)

BACKGROUND

For over 18 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 Port of Oakland's Summer College Internship Program is to provide professional work experience to undergraduate and graduate college students interested in pursuing careers in Administration, Aviation, Commercial Real Estate, Engineering, Governmental Affairs, Maritime, Communications, Social Responsibility, and other areas of business. The Summer College Internship Program affords the Port the opportunity to engage with graduate and undergraduate students so that they may:

- Gain substantive professional experience as well as exposure to important issues pertaining to Port of Oakland operations and business lines;
- Develop an understanding of the Port of Oakland's mission and local, national and international business objectives;
- Network with internal stakeholders, including Port senior leadership.

PROGRAM OPERATIONS

Based on a highly competitive selection process, successful applicants will begin internship assignments on **June 13, 2016 through August 12, 2016**. (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 2016 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 held during the months of June through August designed to provide professional career opportunities, obtain work experience and develop communication skills that can be helpful in shaping interests and adding to their experience. The types of duties will vary from general clerical/administrative to technical expertise and/or fieldwork that may require proficient computer skills. The varied skills and expertise of Port staff offer interns an opportunity to gain insight into Administration, Airport/Seaport Operations, Contract Compliance, Engineering, Governmental Affairs, Legal issues, Social Responsibility, Communications, and Aviation Security, to name a few.

INTERNSHIP PROGRAM TERM AND PAY

The term of the Summer College Internship Program is 9-weeks. The Program starts on **Monday, June 13, 2016 and ends on Friday, August 12, 2016**. 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) which will include a 1-hour non-paid lunch.

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 his/her 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 a high school graduate, currently enrolled and attending college
- **Must** submit a copy of their formal letter of acceptance, if admitted into a graduate program, but not currently enrolled in college
- **Minimum** grade point average of 2.75
(*Copy of latest college transcript is required*)
- **Submit** a minimum of two **recent signed** letters of recommendation from a counselor/school official. Letters of recommendation can be submitted with the online application, via e-mail to portofoaklandintern@portoakland.com or mailed to Port of Oakland, Summer College Internship Program, Attn: Irene Sudderth, 530 Water Street, Oakland, CA 94607
- **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 13, 2016
- Must complete and pass a Port medical examination during the weeks of May 23-June 3, 2016 (PDT)

In Person, Phone, Skype or FaceTime interviews will be scheduled for applicants that meet all eligibility requirements of the internship program. Interviews will be scheduled March 14-18, 2016 (PDT).

The following 4 parts are required from each applicant:

1. A completed Port of Oakland Employment Application and Supplemental Questionnaire
2. A copy of your latest college transcript (minimum 2.75 GPA)
3. A copy of your formal letter of acceptance into a graduate program
(*if applicable*)
4. Two (2) recent letters of recommendation from a counselor/school official

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 (CHRC) 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.

EXTENDED APPLICATION DUE DATE: March 8, 2016 by 5:00 pm (PDT)

Two ways to apply:

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

For questions, please call (510) 627-1379



PORT OF OAKLAND

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PORT OF OAKLAND

2016 SUMMER COLLEGE INTERNSHIP OPPORTUNITIES FORM

Please read each internship opportunity carefully. Of the 16 internship opportunities available, please choose the **top three choices** you are most interested in and qualified for, and specify them on the Supplemental Questionnaire. (Example – 1st Choice – Aviation Marketing, 2nd Choice – Human Resources, 3rd Choice – Communications). The **Knowledge, Skills and Abilities (KSAs)** needed for each internship opportunity is noted below with further description on page #8 of this packet.

#	<i>Department/Division/ Internship Opportunity</i>	<i>Knowledge, Skills and Abilities (KSAs) Needed for each Internship Opportunity (Refer to page #8 for further description)</i>	<i>Location</i>
1.	Aviation/Airport Business Office Assist Airport Business Office staff in auditing parking and shuttle operation contractors. Collect, sort and analyze Aviation operating and financial data; and assist in preparation of recurring monthly reports.	<ol style="list-style-type: none"> 1. Adaptability: Important 2. Analytical Ability: Critical 3. Commercial Awareness: Important 4. Computer Literacy: Critical 5. Decision Making: Important 6. Oral Communication: Critical 7. Planning: Important 8. Tenacity: Critical 9. Time Management: Important 10. Working Relationship: Critical 11. Written Communication: Important 	Oakland International Airport, Airport Business Office, 9532 Earhart Road-North Field Administration Building
2.	Engineering/Utilities Perform various analysis on utility related issues including but not limited to utility usage, effects of legislation coming down the pipeline and economic analysis of renewable energy projects. Assist with updating and preparing meter books which involves updating a database in Microsoft Access and mail merging in Microsoft Word to print the meter books.	<ol style="list-style-type: none"> 1. Adaptability: Critical 2. Analytical Ability: Critical 3. Commercial Awareness: Important 4. Computer Literacy: Critical 5. Decision Making: Critical 6. Oral Communication: Critical 7. Planning: Critical 8. Tenacity: Critical 9. Time Management: Critical 10. Working Relationship: Critical 11. Written Communication: Important 	530 Water Street, 2 nd Floor
3.	Maritime Marketing Support the business development efforts of the Maritime Division by developing a customer profile template to be used by the marketing team. Enhance customer presentations by (1) building an image library of customer logos and statistics and (2) updating current presentation graphics and/or content in Prezi (presentation tool).	<ol style="list-style-type: none"> 1. Adaptability: Important 2. Analytical Ability: Needed 3. Commercial Awareness: Needed 4. Computer Literacy: Critical 5. Decision Making: Needed 6. Oral Communication: Important 7. Planning: Important 8. Tenacity: Needed 9. Time Management: Important 10. Working Relationship: Important 11. Written Communication: Critical 	530 Water Street, 6 th Floor



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4.	<p>Aviation/Airport Operations Reviewing and revising Standard Operating Procedures with supervisor’s guidance; writing and editing Emergency Procedure forms and other duties as assigned.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Critical</i> 2. Analytical Ability: <i>Important</i> 3. Commercial Awareness: <i>Desired</i> 4. Computer Literacy: <i>Critical</i> 5. Decision Making: <i>Needed</i> 6. Oral Communication: <i>Critical</i> 7. Planning: <i>Critical</i> 8. Tenacity: <i>Needed</i> 9. Time Management: <i>Critical</i> 10. Working Relationship: <i>Important</i> 11. Written Communication: <i>Critical</i> 	Oakland International Airport, Airport Operations Center, 1 Airport Drive, Terminal 2
5.	<p>Communications Writing press releases/social media postings, analyzing internal communications and social media metrics, smartphone photography and videography. Communications, Journalism or English Literature major highly desired.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Needed</i> 2. Analytical Ability: <i>Needed</i> 3. Commercial Awareness: <i>Important</i> 4. Computer Literacy: <i>Critical</i> 5. Decision Making: <i>Important</i> 6. Oral Communication: <i>Critical</i> 7. Planning: <i>Important</i> 8. Tenacity: <i>Desired</i> 9. Time Management: <i>Important</i> 10. Working Relationship: <i>Important</i> 11. Written Communication: <i>Critical</i> 	530 Water Street, 3 rd Floor
6.	<p>Environmental Health & Safety Working specifically on the Port’s Confined Space Entry Program, which will consist of a review of the current program and comparison to the current OSHA regulations, make any modifications as necessary. Additionally, this will also involve some site evaluations to some key spaces, development and delivery of associated training for Port maintenance staff and other duties as assigned.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Desired</i> 2. Analytical Ability: <i>Desired</i> 3. Commercial Awareness: <i>Important</i> 4. Computer Literacy: <i>Needed</i> 5. Decision Making: <i>Needed</i> 6. Oral Communication: <i>Needed</i> 7. Planning: <i>Needed</i> 8. Tenacity: <i>Important</i> 9. Time Management: <i>Important</i> 10. Working Relationship: <i>Important</i> 11. Written Communication: <i>Important</i> 	530 Water Street, 2 nd Floor



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7.	<p>Government Affairs Work on local, state and federal policy analysis and implementation, funding and grant advocacy for seaport and airport projects, and broader policy issues related to climate change and sustainability initiatives.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Critical</i> 2. Analytical Ability: <i>Important</i> 3. Commercial Awareness: <i>Desired</i> 4. Computer Literacy: <i>Important</i> 5. Decision Making: <i>Critical</i> 6. Oral Communication: <i>Important</i> 7. Planning: <i>Important</i> 8. Tenacity: <i>Important</i> 9. Time Management: <i>Important</i> 10. Working Relationship: <i>Important</i> 11. Written Communication: <i>Critical</i> 	530 Water Street, 3 rd Floor
8.	<p>Engineering, Crane Maintenance Assist with the day-to-day container crane operational inspections by keeping records of our crane test report files. Also assist in the organization of all crane drawings & manuals, inventory of crane spare parts as well as crane project files, and other duties as assigned including Crane Raise Project & Crane Maintenance System (CMS) Computers Upgrade.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Important</i> 2. Analytical Ability: <i>Needed</i> 3. Commercial Awareness: <i>Needed</i> 4. Computer Literacy: <i>Important</i> 5. Decision Making: <i>Needed</i> 6. Oral Communication: <i>Critical</i> 7. Planning: <i>Important</i> 8. Tenacity: <i>Critical</i> 9. Time Management: <i>Needed</i> 10. Working Relationship: <i>Critical</i> 11. Written Communication: <i>Important</i> 	530 Water Street, 2 nd Floor
9.	<p>Aviation, Marketing & Communications Market new city launch events, social media development, development of contact management web-based tool known as Base; Customer Satisfaction Research and Analysis Website maintenance (Marketing portion), infographic design & other marketing projects as assigned.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Important</i> 2. Analytical Ability: <i>Needed</i> 3. Commercial Awareness: <i>Desired</i> 4. Computer Literacy: <i>Critical</i> 5. Decision Making: <i>Needed</i> 6. Oral Communication: <i>Critical</i> 7. Planning: <i>Needed</i> 8. Tenacity: <i>Desired</i> 9. Time Management: <i>Important</i> 10. Working Relationship: <i>Important</i> 11. Written Communication: <i>Important</i> 	Oakland International Airport, 9532 Earhart Road, Suite 205



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10.	<p>Human Resources Exposure to different aspects including organizational effective-ness, equal opportunity, payroll and benefits, recruitment and selection, and workers compensation. Support organizational development with training registration and tracking using Microsoft Excel. Assist with coordinating company events and wellness activities. Assist with review and revision of Port Administrative Policies. Provide administrative support as needed. Must be proficient with the following Microsoft software (Word, Excel, PowerPoint, Outlook) and EVERNOTE.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Important</i> 2. Analytical Ability: <i>Important</i> 3. Commercial Awareness: <i>Desired</i> 4. Computer Literacy: <i>Critical</i> 5. Decision Making: <i>Important</i> 6. Oral Communication: <i>Important</i> 7. Planning: <i>Critical</i> 8. Tenacity: <i>Desired</i> 9. Time Management: <i>Critical</i> 10. Working Relationship: <i>Critical</i> 11. Written Communication: <i>Critical</i> 	530 Water Street, 3 rd Floor
11.	<p>Social Responsibility, Community Affairs Assist in the development of community invest strategy in the “Workforce Development & Education Sector” with a focus on the Science Technology Engineering Mathematics (STEM) portfolio. Research major STEM outreach activities in the Bay Area and create an events inventory where the Port can increase their presence; work in coordination with Community Affairs and collaborate with STEM partners to inform the Port’s presence at selected events; work with key Port staff and STEM partners to design the Port’s STEM outreach collateral for selected events and assist in coordinating community events.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Desired</i> 2. Analytical Ability: <i>Desired</i> 3. Commercial Awareness: <i>Desired</i> 4. Computer Literacy: <i>Desired</i> 5. Decision Making: <i>Desired</i> 6. Oral Communication: <i>Desired</i> 7. Planning: <i>Desired</i> 8. Tenacity: <i>Desired</i> 9. Time Management: <i>Desired</i> 10. Working Relationship: <i>Desired</i> 11. Written Communication: <i>Desired</i> 	530 Water Street, 3 rd Floor



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12.	<p>Risk Management Review contractor, vendor, tenant insurance for compliance with contract terms. Following up with these parties to get documents in compliance may be required. Data entry into Risk Management web-based system and both electronic filing, paper filing, and scanning are likely to be required. Create claim files and policy files and update related tracking and other duties as assigned which will require an ability to understand sophisticated nuances of insurance products and contract terms. Must be proficient with the following Microsoft software (Excel, Word and Outlook). An interest in risk management and insurance is highly desired.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Critical</i> 2. Analytical Ability: <i>Critical</i> 3. Commercial Awareness: <i>Desired</i> 4. Computer Literacy: <i>Critical</i> 5. Decision Making: <i>Critical</i> 6. Oral Communication: <i>Critical</i> 7. Planning: <i>Important</i> 8. Tenacity: <i>Critical</i> 9. Time Management: <i>Critical</i> 10. Working Relationship: <i>Critical</i> 11. Written Communication: <i>Critical</i> 	530 Water Street, 2 nd Floor
13.	<p>Social Responsibility, Contract Compliance MAPLA outreach and presentation preparation, DBE program data collection and translation into reports. Update SRD outreach materials and databases. Living Wage monitoring and notifications. Non-Discrimination and Small Local Business Utilization Policy certification assistance.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Important</i> 2. Analytical Ability: <i>Important</i> 3. Commercial Awareness: <i>Desired</i> 4. Computer Literacy: <i>Important</i> 5. Decision Making: <i>Important</i> 6. Oral Communication: <i>Important</i> 7. Planning: <i>Important</i> 8. Tenacity: <i>Important</i> 9. Time Management: <i>Important</i> 10. Working Relationship: <i>Important</i> 11. Written Communication: <i>Important</i> 	530 Water Street, 3 rd Floor



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14.	<p>Information Technology Work beside the Infrastructure engineers who manage the datacenters and switching hardware. Should have knowledge of server and datacenter technologies as well as Cisco or other network switching hardware. Computer science major highly desired.</p>	<ol style="list-style-type: none"> 1. Adaptability: Important 2. Analytical Ability: Important 3. Commercial Awareness: Desired 4. Computer Literacy: Critical 5. Decision Making: Critical 6. Oral Communication: Important 7. Planning: Important 8. Tenacity: Critical 9. Time Management: Important 10. Working Relationship: Important 11. Written Communication: Important 	530 Water Street, 4 th Floor
15.	<p>Aviation/Airport Properties Review results of inspections of Oakland Airport General Aviation (i.e. piston powered aircraft) hangars and, under supervision, initiate remedial actions. Although not mandatory, the ideal candidate would have course work or job experience involving any of the following areas: Environmental Studies, Occupational Health and Safety, Pre-law, Real Estate or Local Government.</p>	<ol style="list-style-type: none"> 1. Adaptability: Important 2. Analytical Ability: Important 3. Commercial Awareness: Desired 4. Computer Literacy: Desired 5. Decision Making: Important 6. Oral Communication: Critical 7. Planning: Important 8. Tenacity: Important 9. Time Management: Desired 10. Working Relationship: Critical 11. Written Communication: Important 	Oakland International Airport, 9532 Earhart Road



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16.	<p>Aviation/Planning & Development Support on-going aviation planning and development projects, including the Runway 12/30 Overlay and International Arrivals Building Upgrade Project. Specific tasks would include developing a flight schedule from multiple aircraft activity databases and from that, developing a future schedule for the summer of 2017. Conduct focus area land use studies (reviewing existing documentation and conducting field verifications, and documenting results in tabular and graphic form. Preparing cost benefit analysis and other task might include analytical analysis, researching and documenting construction and maintenance methods and approaches, and researching and documenting grant funding sources. Candidates interested in planning, engineering and/or aviation highly desired.</p>	<ol style="list-style-type: none"> 1. Adaptability: <i>Critical</i> 2. Analytical Ability: <i>Important</i> 3. Commercial Awareness: <i>Desired</i> 4. Computer Literacy: <i>Critical</i> 5. Decision Making: <i>Needed</i> 6. Oral Communication: <i>Needed</i> 7. Planning: <i>Needed</i> 8. Tenacity: <i>Needed</i> 9. Time Management: <i>Needed</i> 10. Working Relationship: <i>Needed</i> 11. Written Communication: <i>Important</i> 	530 Water Street, 6 th Floor



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Below is the description of the **Knowledge, Skills and Abilities (KSAs)** for the internship opportunities found on pages 1 - 7. When selecting your top three choices, please make sure that you have the **KSAs** needed for each internship opportunity. You will find the KSAs needed in the 3rd column entitled “**Knowledge, Skills and Abilities (KSAs) Needed for each Internship Opportunity**”.

#	<i>Knowledge, Skills and Abilities (KSAs)</i>
1.	Adaptability: Capability to learn quickly and work independently.
2.	Analytical Ability: The ability to examine raw data with the purpose of drawing conclusions about that information.
3.	Commercial Awareness: Being aware of the issues affecting the Port of Oakland's industry.
4.	Computer Literacy: Be proficient with a wide range of computer programs used for word processing, creating spreadsheets, presentations, reports, graphic design, AutoCAD and network technology.
5.	Decision Making: Ability to consider solutions to a potential problem, identify the pros and cons of each, make balanced judgments, and choose the best option.
6.	Oral Communication: Ability to communicate with others through speech in a clear manner. The ability to explain things simply and effectively.
7.	Planning: The ability to organize resources, time, and events that will enable you to meet your goals.
8.	Tenacity: Ability to sort out problems that occur to get the job done. Have a sense of determination against the odds.
9.	Time Management: Ability to perform assignments as directed and in a timely manner including performing multiple tasks simultaneously.
10.	Working Relationship: Establish and maintain cooperative working relationships with those contacted in the course of performing assigned duties.
11.	Written Communication: The ability to exchange thoughts, messages, or information, as by speech, signals, writing, or behavior.

**PORT OF OAKLAND SUMMER COLLEGE INTERNSHIP
SUPPLEMENTAL QUESTIONNAIRE
EXTENDED Application Due Date: March 8, 2016**

Name: _____

Please answer the following questions accurately and completely. If you do not meet the Summer College Internship Program eligibility requirements, your application may not be given further consideration.

1. Please refer to the *Summer College Internship Opportunities Form (pages 1-8)*. Of the 16 internship opportunities available, please choose the **top three choices** you are most interested in and qualified for, and specify them below. (Example: 1st Choice – Aviation Marketing, 2nd Choice – Human Resources, 3rd Choice – Communications)

1st Choice _____ 2nd Choice _____ 3rd Choice _____

2. Are you currently enrolled and attending college? Yes No

3. Do you have a GPA of 2.75 or higher? Yes No
(Attach a copy of your latest college transcript)

4. Did you attach a minimum of two **recent** letters of recommendation? Yes No

5. Are you currently enrolled in a graduate program? Yes No
If yes, what year are you? 1st Year 2nd Year
(If admitted into a graduate program but not currently enrolled in college, attach a copy of your formal letter of acceptance into a graduate program)

6. Another requirement of the Internship Program is that students **must** reside within the **San Francisco Bay Area** for the duration of the internship program. The SF Bay Area is comprised of 9 counties. Please circle the county you will reside in during the internship program.

Alameda Contra Costa Marin Napa San Francisco San Mateo Santa Clara Solano Sonoma

7. What high school did you graduate from? Include the city and state.

_____ High School _____ City _____ State _____

8. Have you ever worked for a CalPERS agency and obtained membership? Yes No

9. How did you hear about the Internship Program? Port Website _____ College Career Center _____
Newspaper _____ Facebook/Twitter _____ Other _____

10. Are you able to start the internship on June 13? If not, please explain your extenuating circumstance and the date you are able to start. _____

CERTIFICATION OF APPLICANT

I understand that the information provided in this supplemental is subject to verification and is true, to the best of my knowledge. I further understand that providing false information during this selection process is grounds for removal from further consideration or termination after employment.

SIGNATURE

DATE