Social Responsibility Division
2014 College Summer Internship Program

PROGRAM DESCRIPTION AND APPLICATION FORM
(Please read carefully before applying)

BACKGROUND
For over 16 years, the Port of Oakland has provided summer jobs, work experience and exposure to careers for hundreds of students through its Summer Internship Program. An internship can be a student’s very first job or a stepping stone in a career path that can help open up doors and opportunities for the future.

PROGRAM OBJECTIVES
The overall aim of the College Internship Program is to provide a professional work experience to both undergraduate and graduate college students pursuing careers in Maritime, Aviation, Commercial Real Estate, Engineering, Finance, Communications, Corporate Social Responsibility and other areas of business. The College Internship Program aims to engage high caliber students and recent graduates in an effort 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 Port of Oakland Board of Commissioners and senior management as well as the organization’s key external stakeholders.

PROGRAM OPERATIONS
Based on a competitive selection process, successful applicants will begin internship assignments on June 16, 2014 and end on August 15, 2014. (On a case by case basis, consideration will be given to students needing to return to school earlier or wanting to extend their internship). Required workshops, meetings, trainings and activities will be part of the internship program.
SELECTION OF INTERNS
College or Graduate students will be selected through a competitive process; a total of sixteen (16) students will be selected for the 2014 College Internship Program. Port Departments request students with specific skills and knowledge areas, or students who have a strong interest or are majoring in specific fields. The Port will base selection 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 College Internship Program is a 9-week paid internship opportunity designed to provide exposure to professional careers, obtain work experience and develop work habits and communication skills that can be helpful in shaping 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 that 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, but not limited to, engineering, aviation, maritime, real estate, social responsibility, media, governmental affairs, legal and security.

INTERNSHIP PROGRAM TERM AND PAY
The term of the College Internship Program is 9-weeks. The Program starts on Monday, June 16, 2014 and ends on Friday, August 15, 2014. Intern assignments are located at either the Port Administration Building, 530 Water Street (Oakland’s Jack London Square), the Oakland International Airport (East Oakland) or the Port Maritime at Harbor Facilities (651 Maritime Street).

Interns will work no more than 25 hours per week, Monday – Friday during normal business hours.

The program pay range for Graduate students is $16.15 per hour and $13.45 for Undergraduate students.

EVALUATION
The intern’s department manager for his/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 required workshops and trainings to supplement their intern experience.
ELIGIBILITY REQUIREMENTS

Applicants must meet all of the requirements listed below. Applications must be completed online from the Port of Oakland’s website at http://www.portofoakland.com/jobcenter

- **Must** be currently enrolled in college
- **Minimum** grade point aver of 3.0 GPA *(students must provide a copy of latest transcript – does not have to be an official transcript)*
- **Submit** 2 -3 letters of recommendation from advisor/counselor/dean
- **Must** be a resident in 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)*
- **Completed application** – all questions must be answered completely
- **Oral Interview** will be scheduled for applicants that meet all requirements of the internship program

Students who are selected must pass a Port medical examination. Those that are assigned to the Oakland International Airport 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.

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

**APPLICATION DUE DATE: April 25, 2014 @ 4:00 pm**
Submit Online Application and attach most recent transcript and letters of recommendation to your application: http://www.portofoakland.com/jobcenter

For questions, please call (510) 627-1419 or email us at Portintern@portoakland.com

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