2009 HIGH SCHOOL AND COLLEGE SUMMER INTERNSHIP PROGRAM

PROGRAM DESCRIPTION AND APPLICATION FORM

(Please read carefully before applying)

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

PROGRAM OBJECTIVES
• Contribute to the development of career interests.
• To provide “real world” work experience for students.
• Use of mentoring, on-the-job training and work assignments to enhance skills and abilities.
• Enable students to develop productive work habits and positive attitudes.

PROGRAM OPERATIONS
Based on a competitive selection process, those successful applicants may begin internship assignments on June 22, 2009 and conclude August 24, 2009. (Students needing to return to school earlier will be considered on a case by case basis). Workshops, meetings, and activities will be part of the internship program requirements.

PROGRAM REQUIREMENTS AND SELECTION CRITERIA

SELECTION OF INTERNS:
The internship program is competitive; a total of 15–20 interns will be selected for the 2009 program. Port Departments may request specific skills such as knowledge of Excel or other software, or students who have a strong interest or are majoring in specific fields. Selection of interns is based on meeting program and department requirements and an oral interview.

ABOUT THE PROGRAM
The Port of Oakland Internship Program is a 9-week paid internship designed to provide exposure to professional careers, obtain work experience and develop work habits and communication skills that can be helpful in shaping interests and adding to experience. The types of duties interns perform vary but are generally clerical and may have some technical tasks, field work and some may require proficient computer skills. The varied skills and expertise of Port staff offer interns an opportunity to gain insight into administrative, engineering, legal and security careers to name a few.
**INTERNSHIP PROGRAM TERM AND PAY**
The term of the program is for 9-weeks. The Internship Program starts on Monday, June 22, 2009 and ends on Monday, August 24, 2009. Intern assignments may be at the Port Administration Building, 530 Water Street (Oakland's Jack London Square), the Oakland International Airport (East Oakland) or Port Maritime area (former Oakland Army Base).

Interns must be available to work 30 hours per week, Monday - Friday during normal business hours.

The program pay range for High School Interns is $8.50 per hour, and the pay range for College Interns is $12.00 per hour.

**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 required workshops and trainings to supplement their intern experience.

**ELIGIBILITY REQUIREMENTS**
Applicants must meet all of the requirements listed below. Internship opportunities are for new applicants only. **If you were previously selected as an intern, you will not be eligible to reapply.** Applications can be downloaded from the Port Of Oakland’s website at http://www.portofoakland.com. **Note: Port Employees’ children are not allowed to participate in the Internship Program.**

- **Minimum** grade point average of 2.5 GPA (student must provide latest transcript - does not have to be an official transcript)
- **Interns must** be an Oakland resident
- **High School Interns** must be between the ages of 16-18 and fully enrolled in high school.
- **College Interns must be** currently enrolled in college, up to 21 years of age.
- **Completed application** - all questions must be answered completely.
- **Oral Interview** will be scheduled if applicant meets all requirements of the internship program.

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

The final candidates are recommended to the Board of Port Commissioners for final approval of appointments to Internship.

**Application Due Date May 08, 2009  4:00 p.m.**
Submit Application and most recent transcript to:
Port of Oakland
Social Responsibility Division
Community Relations - 360 Access Program
530 Water Street, Oakland, CA  94607
For questions, please leave a message - (510) 627-1317 or pbell@portoakland.com
HIGHSCHOOL AND COLLEGE SUMMER INTERNSHIP PROGRAM APPLICATION

Intern Description Title and # for which you are applying

Deadline to apply: May 08, 2009

I. PERSONAL DATA

Name: _____________________________________________________________________________________

Address: _____________________________________________________________________________________

_____________________________________________________________________________________
City                                           State                                        Zip Code

Phone: ____________________________________________________________
(Include any message or cell phone numbers if that is the best way to reach you)

Is your parent a Port of Oakland employee?  Yes: ______    No: ______
If “Yes”, give parents full name and department ___________________________________________________________

Email Address: ______________________________________________

High School: _________________________  Date of Graduation:  _____________________________

Name of Counselor: ___________________________________________________________________
(High School Students)

College: _________________________________                Expected graduation date:  ___________________________

Years of college completed: ___________________________

Major:  ________________________________ Minor(s) ______________________________________

If selected for the program, can you show proof of citizenship upon hire?  Yes:  ____  No:  ____

Are you between 16 and 21 years old?    Yes _____  No _____

Are you able to work a minimum of 30/hrs week during the summer?  Yes _____  No ___     __

When is your last day of school? _________________________

When do you anticipate returning to school in the fall? __________________________

Do you speak another language?  No ____    Yes ____ (fluently or conversationally).
If yes, what language(s) to you speak: _______________________________________________________

What is your means of transportation to and from work? _______________________________________

Do you require any special accommodations for work? _________________________________________
II. STATEMENT OF PURPOSE:

On a separate sheet of paper respond to the following:
1. Concisely state your goals with respect to the program.
2. Describe your background and experience and why you are interested and qualified for the internship selected.
3. How do you think this internship will be helpful to you?

III. ACTIVITIES AND WORK EXPERIENCE (may use additional sheets)

List activities in which you have been actively involved in school (for example: student government, sports, music, clubs and publications). List name of school, dates of participation, offices held and any special recognition:

_____________________________________________________________________________________
_____________________________________________________________________________________

List community activities for which you have volunteered (for example: church, work, hospital, volunteer, tutoring, and children’s programs). List name of agency/organization, your title, dates of participation, office held and any special recognition:

_________________________________________________________________________________________________

_____________________________________________________________________________________

IV. COMPUTER SKILLS

How often do you use the computer? ____________________________________________________________

List your computer skills including software knowledge.

__________________________________________

__________________________________________

Applicant Signature: ___________________________ Date: ___________________________

Please submit application and transcript by May 08, 2009
Applications that are late, incomplete or missing transcripts will not be accepted.

Port of Oakland
Social Responsibility Division
Community Relations - 360 Access Program
530 Water Street, Oakland, CA 94607
**INTERNSHIP OPPORTUNITIES**

You must select the internship opportunity you are most interested and qualified. **Please read each description carefully. Be sure to list the internship description and number on the front of your application.** Be sure you respond to Section II of the application to explain your selection.

<table>
<thead>
<tr>
<th>Opportunity</th>
<th>Description</th>
<th>Location</th>
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<tbody>
<tr>
<td>Administrative</td>
<td><strong>1. Aviation – Ground Transportation</strong> – Get a good understanding of ground transportation at one of the major Bay Area airports and learn how important customer service is to any business. Sharpen your clerical skills with hands on projects and assignments and play an important role in customer service for the public. <strong>Desired interest and skills:</strong> Interest in gaining further experience and training in general clerical responsibilities; getting hands on experience “in the field” interacting with customers. Familiar with Word, Excel. Willing to learn software for database.</td>
<td>Oakland Airport 1100 Airport Drive</td>
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<tr>
<td>Administrative</td>
<td><strong>2. Organizational Development</strong> – How do employees learn what is necessary to do their job? Learn the importance of life long learning and on-the-job training. Find out how the Port provides training to its employees and what is entailed in providing training. <strong>Desired interest and skills:</strong> Interest in organization development, industrial psychology or business. Knowledge of Word, Excel is helpful. Good communication and interpersonal skills.</td>
<td>Port of Oakland 530 Water St.</td>
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<tr>
<td>Administrative</td>
<td><strong>3. Airport Administration</strong> – Ever wonder when you pay to park your car at the Airport, how does all the money get tabulated? Parking is a huge aspect of Airport Operations. Learn all facets of public parking operations at the Oakland Airport from counting parking tickets to field inspections. This opportunity will give the intern first-hand experience in the operations of one of the major Bay Area Airports including contract compliance reviews and how to audit invoices. <strong>Desired interest and skills:</strong> Business, finance and auditing interest helpful. Knowledge of Word, Excel and Access.</td>
<td>Oakland Airport North Field</td>
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<td>Administrative</td>
<td><strong>4. Airside Operations</strong> – Interns will receive excellent exposure to the Airport business environment. Ride along with staff to view day to day operations and learn how to handle administrative functions. Attend meetings and learn how decisions are made and problems resolved. <strong>Desired interest and skills:</strong> Interest in analytical and statistical information with a desire to learn how to take information and turn it into administrative summaries and reports. Strong Word, Excel and or Access knowledge. Good communication skills.</td>
<td>Oakland Airport Terminal One</td>
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<tr>
<td>Administrative</td>
<td><strong>5. Aviation Facilities Operations</strong> – Work alongside the personnel who behind the scenes to keep the Oakland Airport operating. Obtain general clerical experience that can help with future jobs. <strong>Desired interest and skills:</strong> Interest in learning a variety of general office skills and procedures. Familiar with Word and Excel helpful.</td>
<td>Oakland Airport 8500 Earhart Rd.</td>
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<tr>
<td>Administrative</td>
<td><strong>6. Aviation – Landside Operations</strong> – Have you ever wondered what goes on behind the scenes at the Airport from the moment you step inside the terminal to boarding your airplane? This internship will take you there. Learn about the administrative aspects of the “landside” part of the Airport interact with the staff, the passengers and the workers who keep the Airport running. <strong>Desired interest and skills:</strong> Desire to perform and sharpen clerical skills. Knowledge of Word, Excel and proficiency in data entry. Excellent communication skills and familiarity with project management a plus.</td>
<td>Oakland Airport Terminal One</td>
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| Administrative | **7. Engineering Services** – Learn how construction projects get started from the beginning through completion. Find out how all the details to administering these projects help get them completed. Sharpen your clerical experience and get hands-on experience handling work projects.  
**Desired interest and skills:** Familiar with Word, Excel and Access helpful. Interest in performing clerical duties. | Port of Oakland 530 Water St. |
| Administrative | **8. Environmental - Archiving of History** – Learn about the Port’s environmental history from pictures and articles of environmental projects. Discover the importance of documenting history.  
**Desired interest and skills:** Become more skilled in database management and linking records to electronic copies of reports in network. Familiarity with Access a plus. Good organizational skills and attention to detail. Interest in history, library science or environmental science would be helpful. | Port of Oakland 530 Water St. |
| Administrative | **9. Human Resources** – Learn various aspects of human resources from recruitment and examinations to payroll and benefits. Sharpen your research skills to develop customer service tools, another important aspect of human resources.  
**Desired interest and skills:** Interest in business administration or human resources. Knowledge of Word, Excel, and PowerPoint preferred. Good communication skills. | Port of Oakland 530 Water St. |
| Administrative | **10. Information Technology** – Hands on experience in learning the administrative and functional aspects of working in an IT department for a large organization. Learn how to use the various software and internet programs that help the Port of Oakland with its business operations.  
**Desired interest and skills:** Opportunity to gain more administrative and clerical skills as it relates to delivering technology services to the various Port departments including the Oakland Airport. Familiarity with Word, Excel, PowerPoint. Willing to learn other aspects of internet and internal email communications. Accuracy with attention to detail. | Port of Oakland 530 Water St. |
| Administrative | **11. Maritime** – Learn about international trade and how goods get moved throughout the region in the Maritime department. Learn and practice administrative skills as well as how to organize materials for projects.  
**Desired interest and skills:** Interest in obtaining good clerical skills, how to organize and complete projects, work with staff from various departments and interact with customers. Interest in trade and transportation will make this even more exciting! Basic skills in Word and Excel helpful. | Port of Oakland 530 Water St. |
| Administrative | **12. Legal** – Interested in law? This opportunity will provide exposure to a government agency’s legal department through interacting with Legal staff, researching special projects and the creation of and closing of legal files.  
**Desired interest and skills:** Interest in law or related subjects with a desire to learn and practice the operations and day to day maintenance of legal documents, files and records. Knowledge of Word, Excel and Access helpful. | Port of Oakland 530 Water St. |
| Administrative | **13. Risk Management and Insurance** – Insurance is necessary for any business and knowing about the types of insurance policies and coverage is critical. Learn many aspects of this industry and how it relates to business operations.  
**Desired interest and skills:** Desire to sharpen general clerical skills while learning various aspects of insurance which is known as Risk Management. Basic computer skills and attention to detail in filing and organization of work. | Port of Oakland 530 Water St. |
| Administrative – Security | **14. Maritime** – Excellent experience and exposure to Maritime Security and support. Able to learn various aspects such as training, grants, documentation and emergency operations and response  
**Desired interest and skills:** Proficient in Word, Excel and PowerPoint. Good general knowledge of Maritime industry preferred. Ideal opportunity for careers in the Maritime and Trade and Transportation. | Port of Oakland 530 Water St. |
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<td>Engineering</td>
<td><strong>15. Engineering Services</strong> – Excellent opportunity to get hands on experience working alongside Engineers on simple drafting and other Engineering aspects of Port of Oakland construction projects. <strong>Desired interest and skills:</strong> Engineering or Architecture interest. Familiarity with MS Office, ACAD and manual drafting is helpful. Able to perform general clerical assignments.</td>
<td>Port of Oakland 530 Water St.</td>
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<tr>
<td>Engineering</td>
<td><strong>16. Design and Construction</strong> – Ideal opportunity for those interested in Engineering Design and Construction. Work with Engineers in oversight of construction projects in the Maritime area; learn how to read construction plans, project administration, management, and cost estimation. <strong>Desired interest and skills:</strong> Interest in Engineering, Construction, or Architecture. Proficient in Excel. Valid CA Driver’s License a plus.</td>
<td>Port of Oakland 530 Water St.</td>
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<td>Engineering</td>
<td><strong>17. Engineering Utilities</strong> – Learn first hand about the Port utilities and how to learn to implement and test new software that keeps track of energy usage. Sharpen your Excel and Access skills while learning how to gather and analyze data. <strong>Desired interest and skills:</strong> Desire to learn about the use and conservation of energy and fuel resources and how it gets tracked and analyzed. Proficient in Excel with a desire to sharpen skills through management of data.</td>
<td>Port of Oakland 530 Water St.</td>
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<td>Finance – Auditing</td>
<td><strong>18. Auditing</strong> – Learn what financial audits consists of; become familiar with audit projects that are related to the administration of auditing for a government agency. This experience will help any student with an interest in business learn what every business must adhere to in conducting and preparing for audits. <strong>Desired interest and skills:</strong> Business, finance and auditing interest helpful. Familiarity with Word and Excel.</td>
<td>Port of Oakland 530 Water Street</td>
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<tr>
<td>Operations and Maintenance</td>
<td><strong>19. Aviation Administration of Operations and Maintenance</strong> – Get the rare opportunity to learn about 24/7 operations and maintenance of the Oakland International Airport. This includes getting first hand experience in learning about all of the equipment that keep the Airport running such as plant boilers, chillers, cooling systems, electrical systems, lighting and security. Knowing how the works gets done and the equipment functioning would be valuable to anyone going into facilities or building management. <strong>Desired interest and skills:</strong> Excellent opportunity for anyone interested in pursing a career in building equipment operations and maintenance, facilities or property management, architecture, transportation technologies and project management. Knowledge of Word, Excel and PowerPoint. Must be well organized with good written and verbal skills. Blueprint reading skills helpful.</td>
<td>Oakland Airport One Airport Drive Bldg M104</td>
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