

MOVING AMERICAS ENERGY

STUDENT INTERNSHIP PROGRAM

COMMUNICATIONS INTERN



PORT **CORPUS CHRISTI**®



COMMUNICATIONS INTERN

Port Corpus Christi Student Internship Program is designed to further enhance a student's skills and knowledge in a professional work environment, which offers guidance and practical On-the-Job experience.

This position is under general supervision of the Director of Communications and is responsible primarily for the support of planning and coordination of different events involving Port staff and employee participation; responsible for performing general administrative tasks

MINIMUM QUALIFICATIONS

This is an internship position. Candidates shall be attending an accredited college or university with a major in Communications and/or Public Relations; demonstrated written and oral proficiency in the English language; proficiency in Spanish preferred. Strong writing, editing and graphic communication skills, organizational and time management skills; ability to operate a personal computer and a variety of programs, office equipment, and internet. Must deal effectively with the public and varying levels of management.

REQUIREMENTS

- Student enrolled in a college or university in pursuit of an Associate, Bachelor, or Graduate degree at an Accredited Institution.
- Current class standing at Sophomore or above.
- Cumulative GPA 2.75 or above.
- Must be 18 years of age or older.
- Must be authorized to work in the U.S. without sponsorship or visa.

ENVIRONMENTAL FACTORS

General office environment; occasional exposure to adverse weather conditions.

ADDITIONAL PHYSICAL FACTORS

While performing duties employee is regularly required to sit, speak or hear, use hand finger movements; occasionally required to stand, walk, reach stoop, kneel and lift and/or move up to 30 pounds.

ESSENTIAL FUNCTIONS

- Assist the Communications Director in the planning of internal and external events requiring Port staff participation
- Produces, formats and edits the agendas for planning meetings and special events.
- Supports the tracking of staff participation at community and other port related events.
- Coordinates with Port staff, Port Commissioners and members of the community requirements for events hosted and sponsored by the PCCA.
- Provides clerical and minor administrative tasks.
- Establishes and maintains necessary office files

OTHER

- Adheres to Port Policy and maintains good employee relations.
- Complete assigned tasks and works required hours/shifts fulfill Port objectives.
- Perform other related duties as assigned.

EXPECTATIONS

- Ability to work a maximum of 25 hours per week within an 8am to 5pm, Monday thru Friday workweek.
- Completion of Project Portfolio and Presentation

PROGRAM INFORMATION

- Internship offered during the Fall, Spring, or Summer semesters part time.
- Internship is PAID and does not require course credit.
- Housing/transportation assistance is not provided by the internship program.