

MOVING AMERICAS ENERGY

STUDENT INTERNSHIP PROGRAM

EMERGENCY MANAGEMENT INTERN



PORT **CORPUS CHRISTI**®



EMERGENCY MANAGEMENT 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, under the general supervision of the Emergency Management Manager, is responsible for supporting a comprehensive emergency management program for the Port of Corpus Christi (PCCA).

MINIMUM QUALIFICATIONS

This is an internship position. Candidates shall be attending an accredited college or university with a major in Public Safety, Fire Science, Law Enforcement, Occupational Safety, Emergency Management, or Emergency Response; 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 and outdoor work environments.

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

- Assists the Manager of Emergency Management in daily program activities and general administrative duties with the primary focus on training and exercise program development and operational readiness.
- Support the completion of an After Action Review and Improvement Plan for the exercise.
- Attends meetings, participates in exercises and assist in the Emergency Operations Center and/or Command Post during emergencies.
- Assist in the development, coordination and execution of an exercise to test a portion of the Port's Emergency Action Plan.

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.