

MOVING AMERICAS ENERGY

# STUDENT INTERNSHIP PROGRAM

# SECURITY DEPARTMENT INTERN



**PORT CORPUS CHRISTI**®



# SECURITY DEPARTMENT 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 Director of Security, is responsible for supporting the Port Security Department 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 and outdoor work environments.

## ADDITIONAL PHYSICAL FACTORS

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

## ESSENTIAL FUNCTIONS

- Develop justification for grant funding for Security Operations.
- Research Case Law relating to Policy Development.
- Assist in the analysis of Port Security risk/vulnerability metrics.
- Completion of an After Action Review and Improvement Plan for Security exercises.
- Assists the Security Department in daily program activities and general administrative duties with the primary focus on e-filing.
- Attends meetings, participates in exercises and assist in the Port Security and/or Command Post during emergencies.

## 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.