

MOVING AMERICAS ENERGY

STUDENT INTERNSHIP PROGRAM

TALENT DEVELOPMENT HR INTERN



PORT CORPUS CHRISTI®



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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 Talent Development Manager, is responsible for supporting a comprehensive employee training and development 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 Human Resources; Business or Education; 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

- Assists to prepare and facilitate the training and development program of all PCCA personnel
- Supports and may conduct some training programs in professional, engaging, poised and respectful manner, utilizing recognized training techniques and tools; understands and effectively communicates subject matter.
- Maintains employee training records and documents PCCA training activities utilizing database software
- Helps coordinate logistics for training activities including venues and equipment, and helps coordinate off-site training activities for employees as needed.

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.