

MOVING AMERICAS ENERGY

STUDENT INTERNSHIP PROGRAM

OPERATIONS INTERN





BUSINESS DEVELOPMENT 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 Operations, is responsible for supporting and assisting in maintaining situational awareness and daily activities of PCCA properties.

MINIMUM QUALIFICATIONS

This is an internship position. Candidates shall be enrolled in an accredited college or university majoring in Business, Logistics, or Industrial Technology with 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

- Support in overseeing PCCA and tenant compliance with applicable environmental guidelines.
- Help monitor and maintain situational awareness of PCCA properties and any special purpose events that may occur on PCCA properties.
- Assist in organizing records of daily activities of the Oil Docks and General Cargo Docks.
- Supports operations department in performing visual inspection of facilities, identifies and documents areas needing attention/repairs.
- Helps prepare related reports and correspondence as needed.

OTHER

- Adheres to Port policy and maintains good employee relations.
- Assist Operations Department with special projects as directed.
- Performs other 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.