

Summer 2017 – Student positions (casual)

Prince Rupert Port Authority (PRPA) is currently seeking eighteen students interested in summer employment for four months commencing May 01, 2017 to August 31, 2017.

Applicants must be attending school, college or university during the last school term and returning to their studies in the subsequent academic year.

Job Title: Summer Students

Job Type: Temporary/casual

Categories:	<u>Department</u>	<u>Number of Positions</u>
	Operations	3
	Maintenance	2
	Project Development	1
	Public Affairs	6
	Trade Development	3
	Commercial & Regulatory Affairs (Legal)	1
	IT	1
	HR – Organizational Development	1

Job Descriptions:**A. Operations (3 positions)****Boat Crew & Port Security Operations (PSOC)(1 position)**

The student will split their time between acting as one of the boat crew on the Port's vessel and working as part of the Port Security Operations team in an office environment providing administrative support to security and safety operations.

The student should be enrolled in an undergraduate program in a Marine or Technical College. Good writing and communications skills are required along with a good working knowledge of Microsoft Word and Excel. In addition, the student must be detail oriented and be able to work independently with little supervision.

The student will work part of the time outdoors on the Port's vessel and part of the time in an office environment. This position will be rostered for shift duties. Previous boat

experience will be considered an asset for this position. The student should be physically able to do heavy lifting, pulling heavy objects and climbing on and off the vessel.

The student should also possess a valid Class 5 B.C. Driver's License and be able to produce a Driver's Abstract if requested.

Sustainability Department (2 positions)

The students will assist in the various environmental stewardship programs. This includes monitoring and sampling programs (work done from a boat), data collection, reporting and research as well as other tasks as required.

The students should be enrolled in an undergraduate program in Science, Ecology or Marine Studies in a University or College. Good writing and communication skills are required and a good working knowledge of Microsoft Excel is an asset.

The students' work will be split between an office environment and field work. The position will also require working on vessels. This position may require occasional irregular work hours.

B. Project Development & Asset Maintenance (2 positions)

Project Development (1 position)

The student will work with Project Development and Asset Maintenance to assist with various basic project related engineering work in the following disciplines, e.g. mechanical, civil and geotechnical. Under the supervision of Manager, Project Engineering, Asset Maintenance, the student will assist with basic engineering work activities related to AutoCAD design, project field measurement, project management and location of utilities. The student will also assist with the development of a utility design database pertaining to the Port's facilities and properties. The student may also conduct field work and use GPS coordinates to locate utilities as input to cadastral.

The student should be enrolled in University or College in Mechanical or Civil Engineering disciplines. Good written and spoken communication skills and knowledge of Microsoft Office, including excel and AutoCAD or similar design software are required. The student should be enthusiastic, self-motivated and work well both individually and in a team environment. The student should also possess a valid, Class 5 B.C. Driver's license.

The student will work predominantly in the field with some time spent in an office environment. The position may require occasional irregular work hours.

Asset Maintenance (2 positions)

The students will assist the Maintenance Department with various maintenance activities. Under the supervision of Manager, Asset Maintenance, the students will assist with the completion of preventative maintenance activities and work orders, ground keeping activities and painting and pressure washing. The students may also conduct field work such as basic maintenance work, ground-keeping activities, perform basic inspections

and operate basic maintenance equipment and tools. In addition, the students will also assist with underway implementation of the 5S program (sort, set in order, shine, standardize and sustain).

The students should be enrolled in University, College or Trades Study (Mechanical, Civil and Civil-inclined) Good written and spoken communication skills and knowledge of Microsoft Office, including excel, are required. The students should be enthusiastic, self-motivated and work well both individually and in a team environment. The students should also possess a valid, Class 5 B.C. Driver's license.

The students' work will be predominantly in the field with some time spent in an office environment. The position will also require working on vessels and may require occasional irregular work hours.

C. Trade Development & Public Affairs (3 positions)

The students will support the growth and evolution of the Port's business by participating in strategic forecasting and modeling projects in our Strategic Initiatives Division.

Intelligence Consolidation Project: (1 position)

The Student will compile and organize customer data into centralized data location from various sources. The student may also be required to participate in other activities critical to the achievement of the Strategic Initiatives Department team's goals and objectives.

The student should be enrolled in an undergraduate program in Business Administration, Commerce, Computer Science or related discipline preferred but not a requirement. Good writing and organizational skills, strong analytical, logical thinking skills, and communication skills are required as is the ability to be detail oriented. A good working knowledge of Microsoft Office, especially Excel is essential. Knowledge of shipping industry would be an asset, but not a requirement.

The student will work primarily in an office environment.

Integrated Logistics Project: (1 position)

The Student will assist in the development of processes that maximize the efficiency of cargo movements between port facilities. The student may also be required to participate in other activities critical to the achievement of the Strategic Initiatives Department team's goals and objectives.

The student should be enrolled in an undergraduate program in University or College. Students in Operations Research, Civil Engineering or Business Administration/Commerce discipline preferred but not a requirement. Good writing and organizational skills, strong analytical, logical thinking skills, and communication skills are required as is the ability to be detail oriented. A good working knowledge of Microsoft Office, especially Excel is essential. Experience in optimization programs and process mapping software would be an asset, but not a requirement.

The students will work primarily in an office environment with some off-site field work.

Terminal Competitiveness Project: (1 position)

The Student will assist in the development of a model that establishes linkages between port performance and port volumes to support volume forecasting. The student may also be required to participate in other activities critical to the achievement of the Strategic Initiatives Department team's goals and objectives.

The student should be enrolled in an undergraduate program in University or College. Students in Economics, Statistics or Business Administration/Commerce related discipline preferred but not a requirement. Good writing and organizational skills, strong analytical, logical thinking skills, and communication skills are required as is the ability to be detail oriented. A good working knowledge of Microsoft Office, especially Excel is essential. Previous experience with performing regression analysis, measuring statistical significance and identifying statistical correlations would be an asset, but not a requirement.

The student will work primarily in an office environment.

Public Affairs (6 positions)

The students will primarily be involved in the marketing and operations of the Port Interpretive Centre (PIC) and Visitor Centre. The students will be front-line staff at the PIC and Visitor Centre and will provide engaging education to visitors about the Port's history, operations and future through daily tours of the Centre. In addition, the students will provide visitor information to guests and may provide visitor outreach to cruise ship passengers arriving in Prince Rupert. Other duties may involve some community outreach, marketing activities such as social media content creation, posting and monitoring, and event management activities involving the Prince Rupert Port Authority.

The students should be enrolled in a University or College. Excellent interpersonal, service and communications skills are required.

D. Commercial & Regulatory Affairs (Legal) (1 position)

The student will work with the Legal Department, reporting to In-House Counsel, on a variety of legal and commercial matters.

The student should be enrolled in a law, business program, or other related area. Good writing, research and communication skills are required. The student will work primarily in an office environment.

E. IT (1 position)

The student will work with the IT Department, reporting to the Manager, IT, on projects including networking and computer systems.

The student should be enrolled in a technology based or other related program that utilizes technology extensively. Previous technology experience is not required, however, an understanding of basic office technology components (home routers, access points, Windows installation) will be considered an asset. Good writing and communication skills are required.

The student's work will be split between an office environment and field work. This position may require occasional irregular work hours.

F. Human Resources (Organizational Development) (1 position)

The student will work with the Manager, Talent Development, on a variety of Talent Management programs, including a review of existing training modules, review and update Talent Management training database, assist in the design of new training modules with a focus on Leadership. Student should have an interest in adult learning and design and possess above average research skills.

The student should be enrolled in University or College program. Good written and spoken communication skills and knowledge of Microsoft Office, including excel, are required. The students should be enthusiastic, self-motivated and work well both individually and in a team environment.

The students' work will be predominantly an office environment.

Individuals of aboriginal descent are strongly encouraged to apply.

Submission Deadline: Applicants should submit a detailed resume with covering letter in confidence specifying which department they wish to be considered for by **Tuesday, February 28, 2017** to:

Human Resources
Prince Rupert Port Authority
200-215 Cow Bay Road
Prince Rupert, B.C. V8J 1A2
Fax: (250) 627-8980
Email: careers@rupertport.com
No telephone inquiries please.

We thank all applicants for their interest in our organization. However, only applicants short listed for an interview will be contacted.