



PORT OF PALM BEACH SUMMER INTERNSHIP PROGRAM 2024

Frequently Asked Questions

- **May I choose the department where I want to work?**
You may indicate department preferences during your interview. However, applicants are not guaranteed the placement of their choice and will be assigned to one or two departments over the eight-week period.
- **What are the actual dates of the program?**
The program will run from Monday, June 3 through Friday, July 26, 2024. Interns are welcome to attend port-related events throughout their internship.
- **What is the rate of pay?**
The rate of pay is \$13.00/hour. All participants will be paid on a bi-weekly basis according to the Port's current payroll schedule and required to complete weekly time sheets or timecards.
- **Does the Port require Direct Deposit?**
Although Summer Internship Participants are not required to participate in the Direct Deposit program, we encourage all of our interns to take advantage of the program. Participants electing not to participate in direct deposit may pick up their paychecks from Human Resources after 2:00 p.m. on the Friday payroll is processed.
- **What are the work hours?**
Work hours are 9:00 a.m. to 4:30 p.m. Monday through Friday, unless your supervisor decides otherwise. Participants will have one hour (unpaid) for lunch. Vending machines are located on the first floor of the Maritime Office Complex and in the Cruise Terminal; however, participants are encouraged to bring their lunch.
- **What is the age requirement for the program?**
The program is currently open to 2024 high school graduates who are enrolled in college in Fall 2024, or students enrolled in trade school, college or university who are preferably 18 years and older.
- **Do I need transportation and housing?**

Yes, all participants must have reliable transportation to/from the Port and have housing arrangement. The Port cannot offer support in this area.

- Will I need a drug-screening test before I can participate in the program?
All interns will need to pass a pre-employment drug test prior to the program start date.
- Will any insurance benefits be provided?
All program participants are covered under Worker's Compensation for any job-related injuries. No paid holidays or other benefits are provided to intern program participants.
- Do I need an Identification Card/Driver's License and Social Security Card?
Yes, you will need a valid government issued identification card and social security card or a passport to be selected for the Summer Internship Program.
- Where can I apply?
The application for the Summer Intern Program is available on the [Port of Palm Beach website](#) or at the reception desk located at One East 11th Street, Suite 600, Riviera Beach, FL 33404.
- How will I know the status of my application?
Due to the large volume of applications, only those selected for consideration will be interviewed by department supervisors in early May.

If you change addresses or phone numbers after you submit your application, please provide the updated information to [HR Manager Raquel Rivera](#) or by phone at 561-383-4181.
- Once selected, what do I need to bring on the day of my drug test?
 1. A valid government issued identification card and original social security card (**not** a photocopy).
 2. Or a passport
- What is the dress code?
Business casual (slacks or khakis, button down shirts, knee length skirts, dresses with jackets, no flip flops)
Jeans and sneakers on Fridays