

## **Transportation Planning Internship**

The Bay-Lake Regional Planning Commission (RPC) is seeking a Transportation Planning Intern to assist the Transportation Planner with various projects related to the completion of various transportation plans and programs.

The Bay-Lake RPC is now accepting applications for a temporary, grant-funded employee to conduct various transportation planning activities.

**Position Title (1 Position):** Transportation Planning Intern

**Position Description:** The Transportation Planning Intern will work closely with, and under the direction of, the Transportation Planner. Some interaction with other Bay-Lake RPC staff (such as the GIS Specialist) will also occur within the position. The majority of the time will be spent in the office, with some time spent in the field. Duties of the position will include, but are not limited to, the following:

- Assistance in preparing the Update to the *Year 2045 Sheboygan Area Transportation Plan (SATP)*, including data gathering and some writing.
- Assistance in data gathering and analysis pertinent to the setting of targets for various transportation performance measures.
- Assistance in collecting data for those performance indicators that can be tracked on an annual basis.
- Assistance in preparing an updated Transit Development Program (TDP) for Shoreline Metro, including data gathering, some writing, and assistance with the administration of a boarding and alighting survey of all Shoreline Metro fixed routes.
- Assistance in preparing the *Sheboygan Metropolitan Planning Area Transportation Improvement Program (TIP): Calendar Years 2019 – 2022*, and assistance in preparing amendments to the current (2018 – 2021) TIP.

### **Qualifications:**

- At least junior or senior status at a college or university, with major in urban and regional planning or similar academic concentration. Individuals who have completed a Bachelor's degree or higher in urban and regional planning or similar major and graduate students pursuing a Master's degree in urban and regional planning would be good candidates for this position.
- Experience with data gathering, including contacting staff at state, county and local governmental agencies to collect data
- Experience with analyzing data
- Excellent verbal and written communication skills

- Technology skills:
  - Microsoft Word, Excel, Outlook and PowerPoint (Required)
  - Basic ArcGIS (Desirable)
- Highly motivated and organized
- Ability to work both independently and as part of a team to meet project goals
- Valid driver's license and proof of insurance

**Hours/Term:** Up to 600 hours over the remainder of 2018

**Schedule:** Negotiable - Generally work between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. There may be an occasional period in which the individual may need to work outside these hours (such as during administration of the Shoreline Metro boarding and alighting survey).

**Compensation:** \$10 per hour

**Benefits:** No additional benefits are available

**Application Deadline:** June 1, 2018, at 4:30 p.m. CDT

**To apply, send cover letter and resume via mail or e-mail to:**

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