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| |  | | --- | | **SALARY** $17.00 Hourly |   **FLSA:** Non-exempt position, eligible for overtime compensation.  **OPENING DATE:** 03/13/23  **CLOSING DATE:** 04/14/23 05:00 PM  **SUMMARY:**  **Please** [**APPLY EARLY**](https://www.governmentjobs.com/careers/valleymetro/jobs/3955021/internship-opportunities-planning-gis?pagetype=jobOpportunitiesJobs) **as these positions will remain open until filled with the first priority consideration deadline of March 24, 2023.**  **Qualifying education and experience must be clearly documented in the "Education" and "Work Experience" sections of the application. Do not substitute a resume for your application or write "see attached resume" on your application.**   These Valley Metro Capital and Service Development Internships are designed to provide an introduction to various aspects of transportation planning, and GIS applications at a public transportation agency. Each internship will be up to 12 months in length and begin in mid to late May 2023. Positions will perform pre-entry-level professional work as outlined.   **Internship opportunities in the Valley Metro Capital and Service Development Division may have a focus taken from among those listed below:**   **Capital Planning:** Providing support for long-range transit planning activities, transit oriented development efforts and assisting in research and preparing planning documents.   **Service Planning:** Providing support for short-range transit planning activities, demographic and service data collection and analysis, investigating and responding to citizen suggestions and complaints and assisting in research and preparing planning documents.   **Geographic Information Systems (GIS):** Providing support for activities in areas such as Planning, Constructions, Operations, Accessible Transit Services, Safety and Security, and Asset Management.  These internships are part-time temporary (Commitment to work up to 19.5 hours per week during the school year for up to 12 months). Schedules are flexible to accommodate full-time course load. Additional hours up to 40 hours per week may be available during the summer months.   As a member of the Valley Metro’s Capital and Service Development team, demonstrates the Agency’s Core Values of Whatever It Takes, Team Player and Positive Customer Care/Service in performance of daily duties.   Valley Metro is an Equal Opportunity/Affirmative Action Employer.  **MINIMUM QUALIFICATIONS & REQUIREMENTS**  Currently enrolled in a Bachelor's or Graduate Degree program in Urban Planning, GIS, Architecture, Landscape Architecture, Environmental Planning, Civil Engineering, Public Administration, Sustainability, Communications, Public Relations or a related field. Students currently enrolled in a Graduate Degree program preferred.   Background Investigation: Employment is contingent upon the results of a background check.  **REQUIRED FORMS AND DOCUMENTS:**   **Cover Letter**   **Resume** - Include all experience in your resume related to this position. Include dates of employment and hours worked per week, in addition to the duties of the position. Include a list of all relevant extracurricular activities including community services/volunteer, professional organizations, school activities and honors.   **References** - Name, email address and telephone number of one graduate advisor or instructor.   **Copy of Transcript** - Undergraduate and graduate transcript to date (unofficial transcripts will be accepted). Priority will be given to Applicants with GPAs of 3.0 or better.  **EXAMPLES OF DUTIES / KNOWLEDGE & SKILLS**  **The statements listed below describe the general nature and level of work only. They are not an exhaustive list of all required responsibilities, duties, and skills. Other duties may be added, or this description amended at any time.**   **The Capital Planning and Development Intern** will provide support for long-range transit planning activities. This intern will conduct planning tasks such as data collection, mapping, basic research and guided outreach to the community and riders.   **The Service Planning Intern** will provide support for short-range transit planning activities, demographic and service data collection and analysis, mapping, basic research, investigating and responding to citizen suggestions and complaints, and assisting in preparing planning documents.   **The GIS Intern** will provide support for GIS activities. This work may include demographic and service data collection and analysis, mapping, basic research and assisting in preparing planning documents.  **PHYSICAL DEMANDS / WORK ENVIRONMENT**  Physical Demands: Positions in this class typically require: reaching, standing, walking, grasping, talking, hearing and seeing. Valley Metro complies with ADA / EEOC requirements with respect to reasonable accommodation for people with disabilities.  Work Environment: Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.  **To apply visit:** [Internship Opportunities - Planning & GIS | Job Details tab | Career Pages (governmentjobs.com)](https://www.governmentjobs.com/careers/valleymetro/jobs/3955021/internship-opportunities-planning-gis?pagetype=jobOpportunitiesJobs) |