



The Arrowhead Regional Development Commission (ARDC) is the designated regional development organization for the seven-county Arrowhead Region of Minnesota, headquartered in Duluth. Learn more at www.ardc.org.

2020 Urban Transportation Planning Internships

Three (3) Internships Available

Timeframes: Spring 2020 (Jan-May), Summer 2020 (Jun-Aug), or Fall 2020 (Sept-Dec)

Hours: 10-20 hours per week; Monday–Friday; flexible

Wages: \$10/hour

What would I do?

Interns work with MIC staff on a variety of land use, transportation, and GIS projects. Working with these projects allows current students to apply classroom lessons to “real world” situations. During their internships, interns may:

- Assist staff in providing technical assistance to local units of government and citizen groups
- Collect and/or assess data – assist with data gathering (field collection) and database maintenance
- Analyze data –statistical (Excel)
- Write – memos, reports, plan chapters, meeting minutes, etc.
- Research – seek information in support of planning projects
- Design documents and/or maps – work with websites, charts, maps (print & online), spreadsheets, etc.
- Present – give updates and reports to boards and/or committees
- Attend meetings with planning staff
- Work with the team to support all division projects
- Drive agency vehicle to conduct field work

Am I qualified?

Qualified internship candidates must:

- Be enrolled at a college or university registered for intern credits–preferably in an Urban Planning, Geography, or related program (Note: If a specific registration period is closed or not yet open, candidates must sign a letter of intent to register for internship credits at the next available registration period.)
- Have a valid driver’s license
- Have ability to conduct field work outdoors, sometimes in less than ideal weather
- Be able to lift up to 30 pounds
- Be competent with: Microsoft Office (Outlook, Word, Excel, and Power Point)

Desired skills that will help interns successfully complete assigned tasks:

- Effective verbal, written, and interpersonal skills
- High quality map making/design skills
- Detail-oriented
- Ability to balance multiple projects
- Ability to work independently in a collaborative work setting

How do I apply?

Visit www.ardc.org/careers and follow the instructions.

Deadline to apply: October 13, 2019

(Please specify spring, summer, or fall internship preference in cover letter.)