

## POSITION DESCRIPTION

**Job Title:** MIC Transportation Planning Intern

**Division:** Duluth-Superior Metropolitan Interstate Council (MIC)

**Reports to:** Transportation Planner

**Classification:** Intern

**Employment period:** Spring (Jan-May) or Summer (June-August) or Fall (September–December)

**Hours:** 15-30 hours per week (dependent on tasks and student availability), flexible: Monday – Friday

### About ARDC

Arrowhead Regional Development Commission (ARDC) is a regional planning agency for the seven county Arrowhead area of Minnesota with offices located in Duluth. Other programs within the ARDC umbrella include the Regional Planning division and the Arrowhead Area Agency on Aging (AAAA).

### About the MIC

The Duluth-Superior Metropolitan Interstate Council (MIC) is a division of ARDC and is our region’s designated Metropolitan Planning Organization (MPO). The role of every MPO, including the MIC, is to improve the movement of people and goods by encouraging local policy decisions and infrastructure projects that will provide a transportation system that serves all users.

We conduct studies, develop plans, model the transportation system to forecast travel patterns, and program infrastructure projects for federal funding throughout the Duluth-Superior area. Transportation planning is an ongoing and collaborative process that incorporates the input of many stakeholders, including from members of the public and private businesses.

The MIC’s planning team staff consists of the division director, two planners, a GIS specialist, a communications specialist and an administrative assistant. Interns will be working in a professional setting with staff members who have been recognized in the following areas of transportation planning:

• Roadway and corridor studies	• Bicycle and pedestrian planning
• Harbor and port planning	• Freight planning
• Long-range planning	• Transit planning
• Public engagement	• Geographic Information Systems

### Qualifications

Must be enrolled at a college or university registered for intern credits–preferably in a 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). In addition, candidates will:

- Be able to conduct outdoor field work and represent the MIC at public events, sometimes in less-than-ideal weather and outside of regular office hours
- Be able to work in person at the ARDC office (majority of the time)
- Be able to work remotely via internet connection and Microsoft Teams (at times)
- Be competent with Microsoft Office Suite (Outlook, Word, Excel, and Power Point & Teams)
- Have a valid driver’s license and a good driving record
- Be able to lift up-to 30 pounds
- *Optional:* Have Esri ArcGIS experience

### Desired Skills and Competencies

The following are skills that will enable the intern successfully complete the assigned tasks:

- Good verbal communication skills
- Ability to assist with meetings – organizing, taking notes and group discussion

- High-quality writing and editing skills
- Self-motivated to work independently and in a collaborative work setting
- Effective interpersonal skills
- Ability to interact in a professional work setting
- Good organizational skills
- Detail oriented with the ability to balance multiple projects
- Adaptable when necessary to modify work plans

### Role of the Intern

Interns will work with the MIC team to support a variety of transportation planning projects and activities. These tasks will allow interns to apply what they have learned in the classroom to “real world” situations. Specific tasks to be assigned may include the following:

- Research and writing – conduct background research in support of planning projects, drafting presentations, graphs, spreadsheets, emails, memos, reports, plan chapters, meeting minutes
- Public engagement: assist in planning events and developing informational materials and surveys; participate at in-person events by interacting with members of the public to explain our plans and encourage their input.
- Presentations: committee updates and reports
- Data collection and analysis: assist with field observations, pedestrian and bicycle counts, online and in-person surveys, data entry, reviewing survey results to determine key themes
- Meetings: participate in MIC team meetings and attend (as schedule permits) a variety of meetings including Board, advisory committee, and public meetings to observe how different agencies and groups interact with each other on a variety of topics and projects
- GIS - Analyze spatial data (Esri GIS) - *(Optional – depending on student interest)*

**Physical Demands:** Interns are sometimes required to conduct field work and participate in public outreach events which will require working outdoors, sometimes in less-than-ideal weather. They may also be asked to assist in moving equipment from ARDC offices to various meeting sites. This requires the ability to lift up to 30 pounds.

**Computer Skills:** Competent with Sharepoint and Microsoft Office Suite (Outlook, Word, Excel, and Power Point & Teams)

### Learning Outcomes

Interns will have the opportunity to contribute, learn and improve in the following topic and skill areas:

• Strategic planning processes	• Public engagement & consensus building
• Intergovernmental project collaboration	• Networking & interpersonal skills
• Transportation & land use relationships	• Government agency interaction
• Meeting facilitation & coordination	• Working as part of a professional team

**To Apply, visit [ARDC.org/careers](http://ARDC.org/careers) and follow the application instructions.**