**2024 Transportation Planning Interns | *Spring, Summer, and Fall Internship******s***

**Semester Opportunity: Apply by: Approximate Start Date:**  
Summer 2024 April 1, 2024 June 4, 2024  
Fall 2024 July 1, 2024 September 10, 2024  
Spring 2025 November 1, 2024 January 7, 2025  
Summer 2025 April 1, 2025 April 1, 2025  
**Hours:** Up to 19 hours per week, Monday – Friday (flexible based on availability and business needs)

**Wages:** $12.00/hour (undergrad); $15.00/hr (grad student)  
  
**What would I do?**

Interns work with the MIC’s planning and communications staff on a variety of transportation planning projects. Apply classroom lessons to “real world” situations. During their internships (depending on current projects\*) 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), analysis and database maintenance;
* Research and writing – conduct background research in support of planning projects, drafting presentations, graphs, spreadsheets, emails, memos, reports, plan chapters, meeting summaries;
* Public engagement – assist with planning outreach events, developing informational materials and surveys and interacting with members of the public at events to explain our plans and encourage their input;
* Participate in MIC team meetings and attend 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 (*as schedule permits*);
* Present – give updates and reports to boards and/or committees (*optional– depending on student interest*);
* Analyze spatial data using Esri GIS *(optional – depending on student interest)*

\*Specific projects could include [Long Range Metropolitan Transportation Plan](https://dsmic.org/transportation-improvement-program/long-range/), Multimodal Safety Action Plan, [bike and pedestrian planning](https://dsmic.org/board-committees/bpac/), and various project-specific tasks as assigned.

**Am I qualified?**

Qualified internship candidates 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.)
* Be able to conduct field work outdoors, sometimes in less-than-ideal weather and outside regular office hours
* Be able to work in person at the ARDC Duluth 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 (to drive agency vehicle to events and field work locations)
* Be able to lift up-to 30 pounds

Desired skills that will help interns successfully complete assigned tasks:

* Effective verbal, written, and interpersonal skills
* Detail-oriented
* Ability to balance multiple projects and priorities
* Ability to work independently in a collaborative work setting

**How do I apply?** Visit <https://ardc.org/careers/> and follow the application instructions.