



AC TRANSIT
invites applications for the position of:

Intern (Planning)

SALARY: \$18.00 - \$18.00 Hourly

OPENING DATE: 05/10/16

CLOSING DATE: Continuous

SUMMARY:

AC Transit's Service Development Department has an immediate opening for a paid college intern at the graduate level. This internship provides an excellent opportunity for a student with significant coursework in civil rights compliance, transportation planning, transit equity, Geographic Information Systems (GIS), city or urban planning, or a related discipline. This position is only open to graduate students who are currently enrolled, or will be enrolled, in the fall 2016 semester at a Bay Area graduate school. The intern must be able to dedicate roughly 20 hours per week, in at least 3 hour blocks of time, during regular semesters, with the possibility of working more hours during semester breaks. The intern will work during the regular business week at the District's downtown Oakland office. Interns receive free transportation on the AC Transit system. The position will remain open until filled and may continue beyond the fall 2016 semester depending upon approval and business need.

EXAMPLE OF DUTIES:

- Acquisition and use of US Census and other types/sources of data
- Conduct and synthesize research related to equity in public transit
- GIS mapping and spatial analysis
- Assist with public outreach, including drafting materials for stakeholders and facilitating public outreach events
- Assist with developing training materials and delivering training
- Fieldwork, data collection, and data analysis; may also take measurements and examine existing conditions
- Strategic Planning
- Assist with general planning tasks, which may include designing surveys, creating graphics and maps; and writing and reviewing technical memos
- Provide design review assistance on transit-related projects
- Other projects essential to the operation of the transit system

MINIMUM QUALIFICATIONS:

Education: You must be currently enrolled as a graduate student in an applicable field of study at an accredited and recognized college that offers both bachelor's and master's degree programs. Applicable fields of study include transportation planning, city or urban planning, geography, Geographic Information Systems (GIS), or public administration; other fields of study will be considered. Proof of current enrollment is required.

Experience: Proficiency in Microsoft Suite (Word, Excel, PowerPoint). Experience with acquisition and use of data. Previous professional work experience is not required.

Desired Qualifications: Basic proficiency with ArcGIS, cartographic, and/or graphic design software. Comfort with designing and making presentations. Proficiency in another language, such as Spanish, Cantonese, Mandarin, Tagalog, Vietnamese, or Korean.

ADDITIONAL INFORMATION:

Physical Requirements: Must maintain the physical condition necessary to: (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) possess physical mobility in order to conduct field studies.

Graduate interns are paid \$18/hr.

Instruction/Selection Process: Interested applicants must submit an online application, cover letter, and resume on the AC Transit website www.actransit.org. The position will remain open until filled.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.actransit.org>

Position #16-00025
INTERN (PLANNING)
MR

1600 Franklin Street
Oakland, CA 94612
510-891-4783

employment@actransit.org

Intern (Planning) Supplemental Questionnaire

- * 1. Are you a current student in an undergraduate or graduate program in the Bay Area?
 - Yes
 - No
- * 2. If you move forward in the this process, will you be able to provide proof of current enrollment in your college or university?
 - Yes
 - No
- * 3. What year are you in college/university?
 - College Freshman
 - College Sophomore
 - College Junior
 - College Senior
 - College Super Senior (5th year Senior)
 - Graduate Student
 - I've graduated
- * 4. Can you commit to 16-20 hours per week?
 - Yes No
- * 5. What is your expected date of graduation?
- * 6. Please briefly describe your interest in this position.
- * 7. Please describe your experience working on planning, transportation, or equity-focused projects. Describe your role, including any technical writing or analysis, design, preparation of graphics (maps or illustrations), or public outreach.
- * Required Question