



**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**

Planning Student Intern

SALARY:	\$22.50 Hourly
DEPARTMENT:	Planning
OPENING DATE:	08/30/22
RECRUITMENT TYPE:	Internal/External
DESCRIPTION:	

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

Under immediate supervision, the Student Intern performs a wide variety of duties supporting Planning Department; assisting Planning Staff performing basic level work in transit system design, ridership analysis, performance monitoring, capital project development, review of environmental and engineering plans for major development and public works projects, public engagement, and related tasks.

EXAMPLES OF DUTIES:

- Assist with coordination of passenger origin/destination survey (e.g, train/supervise surveyors, cleanse data, prepare analysis and final report)
- Assist with SacRT's Language Assistance Plan update (including interviews with local social service providers)
- Assist with SacRT's Title VI civil rights plan update
- Assist with SacRT's Bus Stop Improvement Plan
- Assist with SacRT's long-range transit plan update
- Assist with organizing and conducting special purpose/ad-hoc customer surveys, and in-field investigations of service and facilities, to improve service and schedules
- Assist with monitoring SacRT's real-time digital message sign system at bus stops
- Assist updating route profile report (i.e., detailed performance report on all bus routes)
- Assist updating and maintaining SacRT's GIS shapefiles and GTFS-RT feed
- Assist preparing presentations, charts, etc. using Power Point, Excel, etc.
- Assist with review of environmental and engineering documents
- Assist preparing and maintaining daily and monthly performance reports
- Monitor ridership and assist customers at special events
- Assist performing background research to support new initiatives (e.g., mobile apps, signal priority)
- Monitor and take notes at official meetings (e.g., SacRT Board, Mobility Advisory Council, Sacramento Area Council of Governments, other transit agencies, etc.)

MINIMUM QUALIFICATIONS:

Education: Must be currently enrolled in six or more units towards a Bachelor's or Master's degree from an accredited college or university majoring in Business Administration, Public Policy/Administration, Transportation Studies, Urban Planning, Community/Regional Development, Geography, Environmental Policy/Planning, Mathematics, Statistics, Economics, Computer/Data Science, Civil or Transportation Engineering or a related field.

Experience: Previous work experience not required but is desired in transit, transportation, public administration, public policy, business administration, computer science or data analysis, geography/GIS, civil engineering, environmental policy, and/or related fields is preferred but not required.

Proof of required enrollment in college must be submitted at the time of application.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof college enrollment, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #TBD
PLANNING STUDENT INTERN
CW

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Planning Student Intern Supplemental Questionnaire

- * 1. This position will require you to supervise a customer survey, conducted by surveyors in-person, on Sacramento light rail trains, and you may be required to perform much of the surveying yourself, in-person, as well as to coordinate the work of temporary surveyors. Do you have experience riding the SacRT system?

- * 2. Are you comfortable being on board public buses and light rail, including nights and weekends, interacting with the general public, helping temporary employees navigate

the transit system, and assuring the quality of the data that is collected?

- * 3. Once the customer survey data is collected, you will be responsible for the summary report, including the charts and statistics, as well as the written narrative. Please explain why you are both capable and interested in doing an outstanding job at a task like this. Please include the software and techniques you're familiar with that would help you produce the statistical analysis and any data visualizations or visual aids.

* Required Question