



The Rhode Island Public Transit Authority (RIPTA) is recruiting *internally and externally* to the position of **Planning Intern**. This is a Non-Represented position and is contingent upon budget approval.

**Position:** PLANNING INTERN

**Posting Period:** March 16, 2023, through Successful Recruitment

**Salary:** \$20.00 Hourly

**Union Affiliation:** This is a Non-Represented Position

**Position Reports To:** Director of Long-Range Planning

**Summary of Position:**

The RIPTA Planning internship will expose candidates to various aspects of transit planning including development of service plans, capital infrastructure projects, planning studies, human services transportation, data collection and analysis, and more. Candidates will also be exposed to various departments and projects across the Authority dependent upon interest. Hours can be up to forty hours per week or based on selected candidates' availability.

**Essential Duties and Responsibilities:**

- Assist members of the planning department with daily activities with the goal of learning and understanding how transit planning is done and gain practical experience;
- Take on special projects as assigned including bus stop inventory, fleet electrification, public outreach, data analysis, and human services transportation coordination;
- Get an opportunity to work alongside senior leaders of the Authority;
- Other duties as assigned.

**Qualifications and Selection Process:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions;
- General knowledge of transit planning practices, or willingness to learn;
- Good interpersonal skills including the ability to remain flexible when encountering tight time schedules and to effectively interact with internal and external contacts;
- Ability to communicate effectively both verbally and in writing;
- Demonstrated problem solving, analytical and investigative skills, including the ability to research, analyze and reconcile data, and to make logical decisions using sound, independent judgement, and common sense;

- Interested applicants should submit their resume, cover letter and RIPTA employment application to the Human Resources Department by due date;
- Applicant must provide RIPTA a copy of transcripts from accredited educational institution as outlined under “Education” within the job posting;
- May be required to pass an oral interview and/or written assessment;
- Applicant will be required to submit a Bureau of Criminal Investigation (BCI) from their state of residence to Human Resources when a conditional offer of employment has been made;
- Applicant will be required to pass a nationwide full criminal background check to be conducted by RIPTA;
- Applicants claiming Military status; should submit a copy of the DD-214 form;
- Internal applicants will be subject to evaluation of personnel file to determine eligibility and suitability for the position; to include but not limited to review of attendance, training, education, job qualification skills, commendations, and disciplinary history.

**Education:**

Must be a student pursuing a bachelor’s or master’s degree in planning, urban studies, public policy, engineering, geography, or related field.

**Experience:**

- Experience with or demonstrated interest in transit planning is a plus;
- Excellent problem solving and time management skills;
- Ability to work well both independently and with a team.

**OR:** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**Independent Action:**

- Ability to independently plan, organize, prioritize, and manage multiple projects and priorities with accuracy, and close attention to detail;
- Demonstrated ability to work independently with minimal supervision, follow directions well, and follow through with assignments until completed.

**Supervisory Responsibility:**

None

**Interested applicants should submit their cover letter, resume and RIPTA employment application to the Human Resources Department at 705 Elmwood Avenue, Providence, RI 02907, on-line via [www.ripta.com/careers](http://www.ripta.com/careers) or via email to [jobs@ripta.com](mailto:jobs@ripta.com).**

**RIPTA is an Equal Opportunity Employer:** It is the policy of the Rhode Island Public Transit Authority that no employee or applicant for employment will be discriminated against regardless of race, color, sex, age, national origin, religion, disability status, veteran status, sexual orientation, marital status and/or gender identity or expression.