



The Rhode Island Public Transit Authority (RIPTA) is recruiting **externally** for one (1) or more temporary positions of **Intern** within RIPTA's Planning Division. This is a Non-Represented position.

Position: Intern – Planning Division

Posting Period: March 7, 2024 through Successful Recruitment

Salary: \$25.00 Hourly

Position Reports To: Executive Director of Planning

Union Affiliation: Non-Represented Position

Summary of Position:

This summer internship will expose candidates to various aspects of transit planning including completion of planning studies, inventories, data analyses, capital plans, service plans, public engagement efforts, and more. Candidates will also be exposed to various departments and projects across the Authority dependent upon interest. Hours can be up to thirty-two hours per week or based on selected candidates' availability. Internships are expected to begin between April and June and last through August.

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, public outreach, data analysis, and human services transportation coordination;
- Get an opportunity to work alongside senior leaders of the Authority;
- Other duties as assigned.

The above duties and responsibilities are not intended to limit specific duties and responsibilities of any particular position, nor are they intended to limit in any way the right of supervisors to assign, direct, and control the work of employees under their supervision.

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;
- Interested applicants should submit their resume and written request 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 test;
- 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.

Basic Knowledge:

- 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.

Education:

Must be a student. May be at the high school level, undergraduate or graduate level. If at the college level, the candidate should be pursuing studies in planning, urban studies, public policy, engineering, geography, or a related field.

Experience:

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

OR: Consideration will be given to 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 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, transcript, and RIPTA employment application to the Human Resources Department on-line at www.ripta.com/careers, via email at jobs@ripta.com or via U.S. Mail to RIPTA Human Resources, 705 Elmwood Avenue, Providence, RI 02907. Telephone calls will not be accepted.

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.