

To: Architecture, Landscape Architecture, & GIS Students
From: Ben Griffith, Executive Director
Date: March 28, 2024
Re: **Transportation Planning Intern Position**

The Fargo Moorhead Metropolitan Council of Governments (Metro COG) is currently seeking applications for a Transportation Planning Intern. The position is temporary and part time, but will range from 15-40 hours per week, depending upon availability.

Position: Transportation Planning Intern

Position Duties will include working with our full-time staff on some or all of the following:

- Verification of new bikeways and shared use paths (locations and characteristics) by gathering data that will be used to update bikeway information in GIS.
- Research for and preparation of local plans and/or zoning ordinances for communities in the Metro Area.
- Collection, analysis, and maintenance of data and other information used for roadway studies, transit studies, comprehensive plans, metro-wide reports, and/or any other special projects.
- Traffic counting and bicycle/pedestrian counting activities. This could include field observations and counts, counts via recorded video, and/or setup of various counting equipment.
- Provide support to Metro COG's various committees. This could include meeting notes, agenda packet preparation, and/or any other meeting and committee assistance.
- Public Engagement events and agency outreach. This could include public meeting assistance, workshop/conference assistance, pop-up booths, and/or assistance with other Metro COG-related events.
- Organization of records, physical and electronic filing, and other similar activities.
- Other duties as assigned.

The length of the internship is currently authorized for the remainder of 2024 and 2025. The exact duration of the internship would be finalized upon selection of a preferred candidate.

Minimum Qualifications: Undergraduate or graduate level; experience or course work in planning, landscape architecture, engineering, GIS, or related field. Experience with and capabilities in Adobe programs such as Photoshop and InDesign are preferred. Basic Knowledge of ArcGIS is desirable.

Start Date: May / June, 2024

Time: 10-15 hours per week during the school year (or more if time permits) and 30-40 hours per week during the summer. Hours are flexible, particularly during the school year, and will be arranged in collaboration with supervisory staff.

Wage: \$18 per hour. No Benefits. Mileage for field work will be reimbursed.

Contact: Interested individuals should send a resume describing education and past work experience with a cover letter to Ben Griffith. Please describe availability both during the school year and summer months in the cover letter.

Ben Griffith, Executive Director
FM Metro COG
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Fargo, ND 58102
griffith@fmmetrocog.org

Application Closing Date: Open until filled.