



TRANSPORTATION INTERN

Job Description

Position Overview

Intern will assist in a variety of transportation planning and engineering tasks.

Job Duties

- **Project Work** – perform various project-related work, focusing transportation planning and engineering tasks, such as field data collection, existing conditions inventories, data analysis, technical writing, mapping, corridor studies, active transportation plans, and other tasks as needed.

Experience & Skill Requirements

- Currently pursuing a degree in city planning, civil engineering, or related field is required.
- Interest in the transportation field is preferred.
- Ability and interest in assisting with field work is required, including having access to personal transportation.
- Ability to self-motivate, work independently or in groups, take initiative, and think strategically.
- Readiness to assist staff with work as needed.
- Excellent attention to detail, organized, and ability to multi-task.
- Willingness to learn new skillsets and gain necessary experience with software.
- Interest in working in and growing a small company.
- Ability to use Microsoft Office products.

Position Details

- Employment Category: Intern
- Timeframe: April 2023 to August 2023, with the potential to continue past August.
- Hours: Part-time; 0-20 hours per week during the school semester; up to 30-40 hours over the summer
- Pay: \$25.00 per hour
- Support: hardware, software, expenses, training, etc. needed to perform the job
- Location: work remotely; must be able to travel to project locations in Ohio
- Billability: 80%

Instructions

To be considered for this internship, please email a cover letter and resume to Kimberly Burton at kburton@burtonplanning.com by April 7, 2023.