



King County

Invites Applications for the Position of:

Graduate Internships at Metro Transit in Transportation Planning & Market Development - 2016/2017

Apply online at <http://www.kingcounty.gov/jobs>

King County is committed to equity and diversity in the workplace. In addition, the county is committed to recruiting and maintaining a quality workforce that shares our guiding principles: collaborative, service-oriented, results-focused, accountable, innovative, professional and fair and just.

OPENING DATE/TIME: 02/02/16 12:00 AM (GMT -8:00)

CLOSING DATE/TIME: 02/23/16 04:30 PM (GMT -8:00)

SALARY: \$17.70 - \$19.92 Hourly

LOCATION: King Street Center - 201 S Jackson St, Seattle

JOB TYPE: Intern

DIVISION: Department of Transportation - Transit Division

JOB NUMBER: 2016RC05522

SUMMARY:

Graduate Intern Opportunities at Metro Transit in 2016/2017

King County Metro Transit is currently taking employment applications from interested graduate-level college students interested in Transportation Planning and Market Development. These internships will be one year long; generally full-time during the summer and 20 hours per week during the school year. **Our interns receive a free bus pass.** Students will be required to either be enrolled for the summer as what the college would consider a full-time student during the summer, or provide proof of full-time enrollment in their accredited college program for the upcoming fall quarter/semester, and then on through the Spring Quarter.

King County Metro Transit

King County Metro Transit is a regional leader in getting people to work quickly, reducing commuter stress, greening the environment and improving urban air quality, by providing comfortable, effective transit services for the thousands of commuters and other residents of King County, Washington. Metro has pioneered or refined dozens of innovations that have made us a leader in this nation's public transportation industry.

Who May Apply

These internships are open to persons currently enrolled in a graduate college program, who are or will be registered in a full-time graduate program for the Fall of 2015 (or are considered in full-time status by the college during the summer), and will be in full-time status throughout the 2015/2016 school year.

Work Schedule

These positions will be full-time (40 hours per week) for the summer, and part-time (20 hours per week) during the school year.

Forms and Materials Required

An online employment application with complete employment history, answers to the supplemental questions, and a resume, are required. You can either attach your resume in the "attachments" section or paste it into the "text resume" section of the employment application.

If you have questions regarding this internship recruitment, please contact:

Senior Human Resources Analyst Ralph Cady at 206-477-5998 or via email at ralph.cady@kingcounty.gov.

JOB DUTIES:**Available Internship Opportunities**

(Note, additional Metro Transit internships will be posted in early February, both graduate-level and undergraduate-level, in other areas.)

Market Development

The Market Development Group is offering two Graduate-level Internships that will provide a hands-on understanding of the principles of Transportation Demand Management (TDM) and the role, development and implementation of TDM in a regional transportation system.

- In Motion Program Focus

King County Metro has been implementing the In Motion program for over ten years. This program has served as a model for numerous other cities throughout the world, and has a proven track record changing travel behavior through community-based outreach and social marketing. The selected intern will have an opportunity to work directly on various aspects of the In Motion program as part of the In Motion team and other community-based TDM projects, including program coordination (with both internal staff, consultants and other jurisdictions), marketing materials development, evaluation, and reporting. The intern may also be involved in other projects to support the program including further development of social media outreach, identifying and supporting needed program improvements, and website content management.

- Parking and Transit Access Focus

The Parking Focus position will gain an understanding of land use and parking in supporting transit-oriented communities. In addition, the position will gain experience in partnership

work with local jurisdictions, other transit agencies, regional governments, non-profits, multifamily developers and property managers, and consultants. Major projects include a federal grant to develop a market for providing park-and-ride access within mixed-use multifamily buildings and supporting the development of regional transit parking management strategies to increase the efficiency of public park and ride facilities. Key tasks would include research design, data collection, analysis (including geospatial), mapping, report writing, policy analysis, project management, communications, and stakeholder coordination.

Strategy and Performance

Strategy and Performance is hiring two Graduate Interns. These Interns will learn about the development, implementation, and administration of strategic planning, policy, and performance management for the King County Metro Transit Division. The interns will assist on projects that support Metro's long term strategic business planning efforts, key strategic policy initiatives and projects, legislative issues and agendas, long-range system planning, and data analysis and performance reporting to support the agency's services, programs, systems and processes. Key tasks will include process, communications and research support, data analysis, graphic design and other duties as assigned.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Minimum Qualifications

- Current enrollment in a graduate college degree program
- Registration for full-time classes for the Fall, 2016 quarter/semester, or authorization to register for the Fall, 2016 quarter/semester (if registration has not yet occurred), or full-time class status for the summer
- Interest in exploring a career in transit
- Prior employment, school experiences or other experiences/achievements demonstrating responsibility, diligence, integrity, problem-solving, community interest and/or initiative
- Excellent communication skills, both oral and written
- Excellent interpersonal skills and ability to function as a member of a team
- Some positions may require a Washington State driver's license or alternative ability to report to various work sites around King County.

As noted in the specific internship descriptions above, there may be additional required qualifications for individual internships.

SUPPLEMENTAL INFORMATION:

Application Process

Applicants should complete the online application at www.kingcounty.gov, which includes the Supplemental Questions, and must attach or paste in your resume. NOTE: Please answer all questions in the online employment application, with each of your jobs listed (listing each position for each employer separately), with duties explained, reasons for leaving, salary, etc. (Your online employment application should not merely refer to your

resume for these job details.) If you have questions about the application process, please contact Ralph Cady as stated above. Applicants who are unable to apply online should follow the instructions under Application Tips & FAQs at www.kingcounty.gov/jobs. If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the Human Resources contact for this job announcement, Ralph Cady, at 206-477-5998 or ralph.cady@kingcounty.gov.

Selection Process

Candidates will be screened for qualifications and clarity, completeness and general writing skills. The most competitive candidates may be invited for an interview.

The King County Department of Transportation is committed to promoting equal employment opportunity, affirmative action, and diversity in the workplace.

Class Code: 2999300

Note: Online applications are preferred. However, if you cannot apply online, go to www.kingcounty.gov/jobs for other options.

If you need an accommodation in the recruitment process or an alternate format of this announcement, please inquire directly with the contact listed on the job announcement or the department's Human Resources Service Delivery Manager.

Graduate Internships at Metro Transit in Transportation Planning & Market Development - 2016/2017 Supplemental Questionnaire

- * 1. When applying for this position, please thoroughly complete the EDUCATION and WORK EXPERIENCE sections of your application. This includes a description of each position you have held in the last ten years if you have ten years of employment. Please include even earlier positions if they gave you work experience that relates to this job, or if you developed skills in those jobs that relate to the job you are now applying for. For each Employer listed, you must indicate your reason for leaving. If you have been terminated from any previous jobs, please state the specific reasons why. Your responses to the Supplemental Questions will be used in combination with your application, resume and cover letter to determine whether you are a competitive candidate. I have read the above statement and certify that the statements made by me on the application and supplemental questions are, to the best of my knowledge, true, complete and correct. I understand that any misrepresentation or material omission of fact on this or any other document required by King County may constitute grounds for rejection, or if employed by King County, for disciplinary measures, including dismissal. I acknowledge I have read and understand the above information.

Yes No

2. Are you currently enrolled in an accredited graduate-level college program?

Yes No

- * 3. Are you currently either registered for full-time classes for the Fall quarter/semester of 2016 or will receive authorization from your college degree program to register for the Fall?

Yes No

- * 4. Are you willing and able to work full-time (40 hours) this summer AND work part-time (20 hours/week throughout the 2016/2017 school year (fall, winter and spring)?

Yes No

- * 5. Please use the capital letters shown to indicate the following information: A. The college/university that you are currently enrolled in. B. The name of the college program you are enrolled in. C. The degree that you will be awarded upon graduation. D. Your Student ID number. E. When you are planning to graduate. F. When you would be available to start your full-time phase of the internship this summer. G. When you would need to start classes in the Fall and therefore go to part-time internship status. NOTE: If you are currently an undergrad, but are graduating this Spring, and are already accepted into a graduate program this Fall, please clarify this here or in your answers

above.

- * 6. Based on the descriptions of the available graduate-level internships described in the Job Announcement, in which of the areas below are you applying for? You may as many as you are interested in.
 - Market Development – In Motion Program Focus
 - Market Development – Parking and Transit Access Focus
 - Strategy and Performance - One of two Internships
 - None of the above
 - * 7. Concerning each of the internship options you selected in the question above, state which is or are your strongest preference, if any, and how the internship areas you selected would relate to your college program, if it is not obvious.
 - * 8. Describe one or two examples of how your prior employment, school experiences or other experiences/achievements demonstrate responsibility, diligence, integrity, problem-solving, community interest and/or initiative.
 - * 9. Have you been convicted of a crime, pled guilty or been released from incarceration within the past ten (10) years (whichever is most recent)? Note: A conviction will not necessarily bar you from employment and will be considered only if it relates to the job duties.
Yes No
 - * 10. If you answered yes to the previous question, please list the date(s), the charge(s) and the current case disposition(s). (If no, please write "N/A".)
 - 11. Will you need an accommodation in this selection process due to having a disability as defined by the Americans with Disabilities Act (ADA)? If you select YES on this question, you will be contacted by our Human Resources staff if you are invited to proceed in the selection process. All disability status information will be treated as confidential.
Yes No
 - * 12. Please note that in addition to your resume, a cover letter that specifically addresses each position you are applying for, or a separate cover letter for each position you are applying for, addressing your interest in and qualifications for the position(s), is required. If you have not already attached these documents, you may do so now before your final submission of your application. Are you attaching your resume and cover letter(s) to this application package?
Yes No
- * Required Question