



CITY OF SEATTLE

SDOT Corridors Development Intern

SALARY:	\$22.50 Hourly
LOCATION:	Seattle Municipal Tower, 700 5th Ave., Seattle, Washington
JOB TYPE:	Graduate College Intern
SHIFT:	Day
DEPARTMENT:	Seattle Department of Transportation
BARGAINING UNIT:	Not represented
CLOSING DATE	05/04/21 04:00 PM Pacific Time

POSITION DESCRIPTION:

The Seattle Department of Transportation's (SDOT) Project Development Division is seeking a graduate level intern to support our current projects within the Corridors Development Group, such as the North Downtown Mobility Action Program, West Seattle Bridge Safety Program, and the Transit-Plus Multimodal Corridors. This intern will also be supporting other programs within the Project Development Division with project planning and implementation. The intern will provide support for 30% design for projects by providing both technical and administrative support. They will perform data collection and analysis, complete streets review, drafting graphics and maps, and other duties including community outreach and public engagement. The intern will work in a division that values transparency, collaboration, is solutions focused, and uses data to drive performance.

Education Benefit to the Student

The Project Development team will include the intern in top level meetings regarding major projects and policy decisions, engage them in discussions about urban design, finance, construction, project management, and the public process. The team will provide opportunities for the intern to develop plans, presentations, and other collateral materials with responsive review and critiques that encourage the candidate to improve and develop a strong sense of urban design and planning principles in the transportation sector. The intern will be engaged in public outreach and developing public outreach plans. The team will include the intern on tours of new infrastructure, visits to the shops, and field visits for research and evaluation.

In addition the intern will receive support in the following areas:

- supervision and mentoring;
- workload tailored based on group needs and intern's focus and goals;
- access to formal training via CornerStone such as Race and Social Justice Initiative (RSJI)-focused training and geographic information system (GIS); and
- informal training and support from team members and subject matter experts in support of advancement of projects, programs, and policies.

JOB RESPONSIBILITIES:

50% - 0-30% design development; project team meeting support; data collection and analysis; plans and graphic support

20% - Community outreach and public engagement support

20% - Project management, tracking scope, schedule, funding, costs, risk, quality, and resources

10% - Support to other programs and groups within Project Development (Vision Zero, Pedestrian and Neighborhood Greenways, Bicycle Master Plan, American Disability Act (ADA) Program, and Project Design and Delivery)

QUALIFICATIONS:**Minimum Qualifications****Education**

Bachelor's Degree, plus the candidate must be enrolled in an accredited graduate program preferably studying: Urban Planning, Transportation Planning, Public Administration, Urban Studies/ Policy, Civil Engineering, related Planning, Policy, or Engineering degree. Graduate interns must maintain a satisfactory GPA of 3.0 or higher for the duration of the internship.

Experience**Required Qualifications:**

- Excellent written and verbal communication
- Ability to communicate complex information in a simple manner
- Proficiency in MS Office
- Ability to develop graphics either by hand or digitally
- Understanding of the principles of transportation planning and/or engineering
- Customer service skills

Desired Qualifications:

- Proficiency in GIS analysis
- CAD, data analysis and collection
- Adobe Creative Suite or graphic design software
- Outreach/ public engagement experience

ADDITIONAL INFORMATION:

Start/End Dates: Mid-Late June 2021 - June 7, 2022 (or depending on graduation)

Schedule: Intern will work 20 hours/weeks while school is in session, and 40 hours/week during school breaks. Work hours can be scheduled between 8:00 am and 6:00 pm, with some work on weekends and/or evenings.

Salary

Graduate students: will be paid \$22.50/hour

How to Apply: complete an online application and include the following:

- Unofficial transcript including current classes and GPA
- Cover letter
- Resume
- Two references

Incomplete applications will not be considered.

Must have a valid WA State Driver's License and a safe driving record. A complete driving abstract will be required at the time of hire at the applicant's expense

Job offers are contingent on the verification of credentials and other information required by the employment process including the completion of a background check which includes a criminal history review.

Teleworking: *The City has the expectation that interns will be readily available to report to onsite work in Seattle when operational needs require.*

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2021-00479

<http://www.seattle.gov/jobs>
SDOT CORRIDORS DEVELOPMENT INTERN
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5500
Seattle, WA 98104

Careers@seattle.gov

Who May Apply: This position is open to all candidates that meet the minimum qualifications. The City of Seattle values diverse perspectives and life experiences. Applicants will be considered regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, or gender identity. The Department encourages people of all backgrounds to apply, including people of color, immigrants, refugees, women, LGBTQ people, people with disabilities, veterans and those with diverse life experiences.

Accommodations for people with disabilities are provided on request.

The City is a Drug Free Workplace.
