

**Job Title:** Construction & Infrastructure Intern, Public Transportation Division

**Job Description:** Washington State Department of Transportation's (WSDOT) Public Transportation Division is looking for a Construction and Infrastructure intern! Our small team oversees many grant-funded construction projects carried out by transit agencies to help connect people across Washington State. This intern will work in a highly collaborative team environment and will gain broad experience in many aspects of project management, engineering, construction, public transportation, and grant programming.

**Responsibilities may include:**

- Structuring, creating, and otherwise organizing project management data
- Working closely with internal project managers and grantees to gather information and ensure project success
- Creating presentation and communication materials
- Documenting and summarizing meeting minutes
- Completing assigned training and learning opportunities

**Throughout this internship, the intern will:**

- Gain exposure to the multi-disciplinary aspects and career paths in public transportation administration through networking opportunities
- Practice skills in project and data management
- Demonstrate communication skills including oral, written, audio/visual and digital.
- Utilize business tools such as Outlook, Word, Excel and Power Point, in addition to in-house grant and project management software suites

**Requirements:**

- No public transportation or engineering experience necessary
- College students, preferably sophomore year and above
- Excellent verbal and written communication skills
- Ability to solve problems independently

**We are looking for students:**

- Interested in engineering, planning, public transportation, data management, science or other related fields
- Interested in understanding more about engineering, construction, and project management work at a transportation agency
- Who are responsible and dependable
- Able to work from home independently, as well as possibly in-person for field days with various subject matter experts at construction sites