City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Transit Bureau Academic Credit Intern

Agency:	Department of Human Transportation (DOT)
Date Opened:	**04/10/2017**
Filing Deadline:	**07/15/2017**
Salary:	**Academic Credit**
Employment Type:	**Internship**
Recruitment Specialist:	**Njukang (NJ) Asong**

Introduction

The Department of Transportation provides the City of Baltimore with a comprehensive and modern transportation system that integrates all modes of travel and provides mobility and accessibility in a convenient, safe and cost-effective manner. The Active Transportation segment of the Transit Bureau is tasked with implementing bicycle and pedestrian infrastructure projects, interacting with the community, managing Baltimore Bike Share, coordinating with advocacy groups, and collaborating with additional city agencies to make Baltimore a safer and more convenient City to walk and bike.

Location of Position

417 E Fayette St., 5th FL, Baltimore, MD 21202

Position Duties

The Transportation Transit Bureau revolves around two components – a long-term project and day-to-day tasks that change depending on community requests, workflow, and deadlines. The long-term project would take 50% of the intern's week and involve helping a project manager complete a larger project such as the Downtown Bicycle Network or the expansion for Bike Share. Day-to-day tasks would constitute the other half and be focused on helping prepare for a community meeting, investigating a public issue/request, sorting data, or general paperwork.

Preliminary and primary projects:
• Assist in the expansion of bike share
• The implementation of the Downtown Bicycle Network and following infrastructure projects

Core Functions:
• Provides support to Transit Bureau team
• Assists staff in collecting and preparing data for various projects
• Conducts field work and collects bike counts
• Prepares maps and planning reports of limited or variable complexity
• Assists staff at community meetings
• Researches funding sources and writes grant proposals
• Conducts basic office functions as needed, such as data entry, file management, and customer service

Preferred Qualifications

Requirements:
• Bachelor's Degree in Planning, Architecture, Public Health, Urban Studies or related field from an accredited college or university
• The Intern should have excellent written and verbal communications
• Ability to problem solve and think critically
• Intern must be responsible, prompt, courteous; and have excellent attention to details.

- Ability to work on projects and maintain confidential information
- Basic understanding of planning principles
- Specific knowledge relating to transportation and transit
- Competency in various computer software programs, such as Microsoft Office and Internet applications
- Strong research and analytical skills
- Motivated self-starter able to work independently
- Ability to work effectively in a team environment
- Flexibility and desire to work on varying planning projects

Drug & Alcohol Testing

Candidates selected for this internship will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.

Eligibility

All ACIP, student applicants must:
- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process
- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:
- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources
City of Baltimore
ATTN: Njukang (NJ) Asong
 201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*