

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:

Parking Authority Academic Credit Intern

Agency:	Parking Authority of Baltimore City
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
Introduction	
<p>The mission of the PABC is to find, create and implement parking solutions for the city of Baltimore and to be the resource for all things “parking” in the city.</p> <p>The planning section helps with the management of parking, through issuance of work orders which regulate the curb through signage and metering. It collects, reviews, and analyzes data to make recommendations about the best way to manage parking. The section works with other city and state agencies, residents, businesses and associations to forge workable parking solutions that take into account transportation and parking needs and the transportation network of the city.</p>	
Location of Position	
200 W. Lombard St. Suite B, Baltimore, MD 21201	
Position Duties	
<p>The planning section helps with the management of parking. It does this in part by collecting data about parking activity, processing the data to create meaningful results and providing recommendations to help manage the parking more effectively. The section uses parking regulations and metering to help achieve that objective.</p> <p>Planning staff work directly with the parking public every day to implement parking solutions, taking into account the needs of the requestor and nearby people to arrive at a fair and sustainable solution. Determinations are created through observation, conversation, surveying and other research to create the best possible result.</p> <p>Preliminary responsibility would include collecting parking inventory and parking utilization data throughout the city. Collect data about the PABC parking meter and residential parking permit programs and other programs administered by the PABC. Enter the collected information into a data base and organize the data to create results; and map and graph results in some cases.</p>	
Preferred Qualifications	
<p><u>Requirements:</u></p> <ul style="list-style-type: none">• Pursuing a degree in Planning and Urban Development, Organizational Development, Business or Public Administration or related field from an accredited college or university.• Strong mathematics and analysis skills preferred• The Intern should have excellent written and verbal communication skills• Ability to problem solve and think critically• Intern must be self-motivated with the ability to follow directions and work both independently and within a group environment to accomplish tasks with accuracy and within tight deadlines.• Intern must be responsible, prompt, courteous; and have excellent attention to details.• Proficiency in Microsoft Word and Excel• Graphic Design skills a plus utilizing MS PowerPoint and Publisher• Ability to multitask and work on multiple projects at once• Ability to work on projects and maintain confidential information	

- Ability to multitask and work on multiple projects at once
- Ability to work on projects and maintain confidential information

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*