

City of Baltimore  
Department of Human Resources  
201 E. Baltimore Street, Suite 120  
Baltimore, MD 21202  
[www.baltimorecity.gov](http://www.baltimorecity.gov)

Invites applications for the following position:

### **Planning Division Academic Credit Intern**

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| <b>Agency:</b>  | <b>Department of Transportation (DOT)</b> |
| <b>Date Opened:</b>   | <b>12/22/2017</b>                         |
| <b>Filing Deadline:</b>   | <b>Continuous</b>                         |
| <b>Salary:</b>  | <b>Academic Credit</b>                    |
| <b>Employment Type:</b>   | <b>Internship</b>                         |
| <b>Recruitment Specialist:</b>  | <b>Njukang (NJ) Asong</b>                 |
| <b>Introduction</b>   |   |
| <p>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 Department is responsible for project planning and prioritization of infrastructure investment that assists the Agency and City to create a multi-modal transportation system for citizens to live, work, learn and play. The Transportation Planning Division works strategically to rebuild, maintain and expand the city's multi-modal transportation network into one that addresses the transportation needs of residents, commuters, and visitors; supports economic development; incorporates sustainability goals; and realizes the vision of growing Baltimore's neighborhoods.</p>  |   |
| <b>Location of Position</b>   |   |
| <b>Benton Building, 417 E. Fayette Street, Baltimore, MD 21202</b>  |   |
| <b>Position Duties</b>  |   |
| <p>Primary projects will include working in partnership with the federally-mandated ADA self-evaluation for pedestrian facilities. Interns will utilize desktop imagery and field inventories to collect data on the City's approximately 450 miles of sidewalk and 10,000 intersections in Transportation Sector 1, and identify locations where physical barriers to accessibility exist in the public right-of-way. Desktop imagery may consist of Google Earth, Google Maps, Pictometry Online, or some other approved image-based software. The interns will also do field verifications. Upon completion of data collection, the interns will transfer the data into an approved GIS format.</p>  |   |
| <b>Preferred Qualifications</b>   |   |
| <ul style="list-style-type: none"><li>• Pursuing a degree in engineering, planning, architecture, geography, information technology and/or geographic information systems (GIS) or related field from an accredited college or university.</li><li>• At least one GIS course completed or underway preferred.</li><li>• The Intern should have excellent written and verbal communication skills.</li><li>• Ability to problem solve and think critically.</li><li>• 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.</li><li>• Intern must be responsible, prompt, courteous; and have excellent attention to details.</li><li>• Proficiency in Microsoft Word and Excel.</li><li>• Ability to multitask and work on multiple projects at once.</li><li>• Ability to work on projects and maintain confidential information.</li></ul> |   |
| <b>Drug &amp; Alcohol Testing</b>   |   |
| <p>Candidates selected for this internship will be required to submit to drug and alcohol testing.</p>  |   |
| <b>Criminal Background Check</b>  |   |
| <p>Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.</p>  |   |
| <b>Eligibility</b>  |   |

**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](http://www.baltimorecity.gov)

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

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

