

Position Description

Job Title: MIC Planning Intern

Division: Duluth-Superior Metropolitan Interstate Council (MIC)

Reports to: Principal Planner

Classification: Intern

Employment Period: Spring (Jan-May) or Fall (Aug-Nov)

Hours: 15-20 hours per week, flexible: Monday-Friday

MIC interns work in a professional planning office on a wide range of transportation and land use projects. The internship is designed to provide a valuable learning experience for undergraduate or graduate students enrolled at a college or university in an urban planning, geography or transportation-related program.

The purpose of this internship is to provide the opportunity to build on the knowledge and skills acquired in academic courses through practical experience, to gain exposure to a variety of planning roles and functions, and to better understand the skills needed to work effectively at different levels of the planning field.

Desired Skills and Competencies

The following skills will help the intern successfully complete assigned tasks:

- Good verbal and written communication skills
- Ability to assist with meeting and group facilitation
- High-quality writing skills
- Self-motivated to work independently and in a collaborative work setting
- Effective interpersonal skills
- Ability to interact in a professional work setting
- Good organizational skills
- Detail oriented with the ability to balance multiple projects
- Adaptable when necessary to modify work plans

Role of the Intern

Interns will assist MIC staff with a variety of projects including long range transportation plans, corridor and small area transportation studies, harbor planning, bicycle and pedestrian planning, transit planning and freight planning.

Interns will have the opportunity to shadow planners at inter-jurisdictional meetings. This will provide an opportunity for the intern to observe how agencies, groups and members of the public interact on a variety of topics and projects.



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Specific tasks to be assigned may include the following:

- Data collection – survey, field observation, GPS, turning movement counts
- Research – seek information in support of planning projects
- Data entry and analysis – statistical (spreadsheet), geographic (GIS), survey
- Writing – memos, reports, plan chapters, meeting minutes, blogs
- Meeting facilitation – assistance with policy board, advisory committees, and various study committees
- Presentations – committee updates and status reports
- Document generation and creation – website, charts, graphs, maps, spreadsheets, file conversion and troubleshooting
- Participate in meetings with local jurisdictions, agencies and groups
- Participate in networking opportunities

Learning Outcomes

Interns will have the opportunity to learn and improve in the following topic and skill areas:

- Geographic Information System Theory – basic to complex
- Complete Streets/Context Sensitive Design Solutions
- Transportation – Land Use Relationships
- Access Management
- Transit Planning
- Bike and Pedestrian Counting Methodologies
- Socio-economic Input Data in Travel Demand Modeling
- Meeting Facilitation and Coordination
- Networking and Interpersonal Skills
- Government Agency Coordination and Collaboration
- Consensus Building
- Computer Software – Microsoft Office Suite and ESRI ArcMap
- Problem Solving Skills
- Public Participation

Qualifications

Candidates must be enrolled in good standing at a university or college as an undergraduate or graduate student during the semester of the internship. Eligible applicants must:

- Be able to make the case connecting your academic program and/or personal interests to your interest in transportation planning;



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MIC Internship Position Description, continued

- Be able to register for internship credits through a university or college program and provide verification of enrollment;
- Be able to work 15-20 hours per week during the school year;
- Be willing to commit to a semester length appointment.

As a practice, MIC staff will interview intern candidates much like a candidate for a regular full-time position. Student resumes may not be as strong as candidates for regular positions, but course work and extracurricular activities may be listed more prominently. Because students may not have prior experience with interviews, MIC staff will be clear in explaining the interview process.

Typical questions that may be asked in an internship interview include:

- How has your education prepared you for this internship?
- How has your work experience prepared you for this internship?
- What are you hoping to gain from this internship?
- Describe your experience working in teams and with groups.
- Describe your experience using social media.
- Describe your computer training and experience (what equipment and software have you used, level of expertise).
- What experience have you had in writing reports, business letters and/or memos?
- What are your career plans?
- Please summarize: why should we hire you for this internship?
- What year are you in school (anticipated graduation date?)
- What will your work availability be for the next six months?
- Do you have any questions or anything else you'd like to mention?
- We may also ask about hypothetical work type situations and how they may handle an unforeseen incident or circumstance.

About the MIC

The MIC is the metropolitan planning organization (MPO) for the Duluth-Superior area. Every urbanized area in the U.S. with 50,000 or more in population has an MPO that is charged with transportation and land use planning. The MIC planning area is comprised of four cities – Duluth, Superior, Hermantown and Proctor as well as the first ring of townships surrounding those cities.

The MIC has a policy board and three advisory committees. The policy board is comprised of local elected officials and citizens and meets monthly. The Transportation Advisory Committee advises the MIC on transportation and land use issues; the Harbor Technical Advisory Committee meets quarterly and advises the MIC on harbor related issues; the Bike Pedestrian Advisory Committee advises the MIC on active (non-motorized) transportation issues.



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MIC Internship Position Description, continued

MIC staff normally consists of a director, three planners, a GIS specialist, and a communications coordinator. MIC staff have been recognized nationally in the following areas:

- Safe Routes to School
- Harbor Planning
- Growth Impact Analysis
- Map Design
- Public Participation
- Transportation and Public Health Connection
- Bike and Pedestrian Counting Methodologies

As a bi-state MPO, the MIC is a joint venture of the Arrowhead Regional Development Commission (ARDC) and Northwest Regional Planning Commission (NWRPC). ARDC is a regional planning agency for the seven county Arrowhead area of Minnesota with offices located in Duluth. NWRPC is a regional planning agency for the ten county northwest Wisconsin area and is headquartered in Spooner, Wisconsin. The MIC is housed at ARDC in Duluth. Other programs within the ARDC umbrella include Arrowhead Regional Planning and the Arrowhead Agency on Aging.

For more information about MIC internships, as well as information about how to apply, see www.dsmic.org/study/internships



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