



The Arrowhead Regional Development Commission (ARDC) is the designated regional development organization for the seven-county Arrowhead Region of Minnesota, headquartered in Duluth. Learn more at [www.ardc.org](http://www.ardc.org).

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## 2019 FALL URBAN TRANSPORTATION PLANNING INTERNSHIP

**Timeframe:** Fall 2019 (Sept-Dec)

**Hours:** 10-20 hours per week; Monday–Friday; flexible

**Wages:** \$10/hour

### What would I do?

You would work with the Duluth-Superior Metropolitan Interstate Council (MIC), a Division of Arrowhead Regional Development Commission, staff on a variety of-urban transportation-projects. Working with these projects allows current student to apply classroom lessons to “real world” situations. During the internship, intern may:

- Assist staff in providing technical assistance to local units of government and citizen groups
- Collect and/or assess data – assist with data gathering (field collection) and database maintenance
- Analyze data - statistical (Excel)
- Write – memos, reports, plan chapters, meeting minutes, etc.
- Research – seek information in support of planning projects
- Design documents and/or maps – work with websites, charts, maps (print & online), spreadsheets, etc.
- Present – give updates and reports to boards and/or committees
- Attend meetings with planning staff
- Work with the team to support all division projects
- Drive agency vehicle to conduct field work
- If candidate is interested, this internship could also encompass some GIS opportunities

### Am I qualified?

Qualified internship candidates must:

- Be enrolled at a college or university registered for intern credits–preferably in a Planning, GIS, Geography, or related program (Note: If a specific registration period is closed or not yet open, candidates must sign a letter of intent to register for internship credits at the next available registration period.)
- Have a valid driver’s license
- Have ability to conduct field work outdoors, sometimes in less than ideal weather
- Be able to lift up to 30 pounds
- Be competent with Microsoft Office (Outlook, Word, Excel, and Power Point)

Desired skills that will help interns successfully complete assigned tasks:

- Effective verbal, written, and interpersonal skills
- Detail-oriented
- Ability to balance multiple projects
- Ability to work independently in a collaborative work setting

### How do I apply?

Visit [www.ardc.org/careers](http://www.ardc.org/careers) and follow the instructions.

**Deadline to apply: Friday, May 24, 2019**

EEO/AA/M/F/Vet/Disability Employer