

MnDOT Planning Internship Program

Office of Transit Planning Position Details

Work Description

- Support Pedestrian, Bicycle and Transit Planning and Evaluation teams with related planning, programming, training and analysis in the Office of Transit.
- Assist in development of validation, quality control and quality assurance measures for statewide pedestrian and bicycle counting equipment.
- Collect and analyze automated and manual pedestrian and bicycle count data.
- Develop templates to summarize count data from each counting site.
- Monitor and update database spreadsheets for count sites and coordinate with GIS partners to update maps and infrastructure attributes.
- Create communication and outreach information related to the pedestrian and bicycle counting program, including content revisions and updates to the website and review of reports.
- Create and update GIS maps for Safe Routes to Schools and transit service area boundary maps.
- Review and verify State Bicycle Route signage and develop a process for tracking signage needs and maintenance.
- Support the development of templates for transit systems to collect, report and analyze data based on performance-measures in the Greater Minnesota Transit Investment Plan and scope of work for 5-year Transit System Plans.
- Revise and organize communication materials for what is required and expected for transit grants in Greater Minnesota.

Desired Qualifications

- Enrolled in a graduate degree program within the last 12 months in Transportation, Urban Planning, Public Policy, Public Administration, or other similar field
- Strong written and verbal communication skills
- Experience with Microsoft Excel, ArcGIS, and Adobe Creative Suite
- Ability to work independently and seek guidance when needed