MnDOT Planning Internship Program

Office of Transportation System Management Planning Position Details

Work Description

The Office of Transportation System Management will be hiring two summer interns to support the office's statewide planning and performance measurement functions. The positions will be shared between the Policy Planning, Investment Planning, and Performance & Risk Units.

- **Example duties in the Policy Planning Unit include**
  - Transportation equity research and engagement
  - Statewide Multimodal Plan public engagement
- **Example duties in the Performance & Risk Unit include:**
  - Performance Management visualization
  - Research on distance fees with shared automated vehicles
  - Risk Management for critical transportation risks
  - Performance measure development for complete streets
- **Example duties in the Investment Planning Unit include:**
  - Asset management planning
  - Highway project analysis and visualization
  - Analysis on jurisdictional transfer

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

MnDOT Planning Internship Program

Office of Transit and Active Transportation Planning Position Details

Work Description

- Support Pedestrian, Bicycle and Transit Data Analysis and Evaluation in the Office of Transit and Active Transportation.
- Assist and support development of logical and physical data design, and create and edit data models.
- Assist with training and management of MnDOT Partners on the use of portable bicycle and pedestrian counters.
- Develop enhancements to existing data tracking and analysis tools.
- Monitor existing applications, gather information and troubleshoot application issues, and recommend solutions for issues/deficiencies.
- Research and summarize information for walking, bicycling, and transit on projects.
- Assist in development of validation, quality control and quality assurance measures for statewide pedestrian and bicycle counting equipment.
- Support, collect and analyze automated and manual pedestrian and bicycle count data.
- Assist in formatting and coordination of pedestrian and bicycle count data into tmas.
- Assist with and participate in pedestrian and bicycle Data Taskforce.
- Assist with development of statewide bicycle map and associated activities.
- Collect, analyze and assist in tracking of data specific to performance measures and metrics.
- 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 walking, bicycling, and transit.

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