



Student Internship Announcement TriMet Service Planning and Scheduling

TriMet seeks an intern to assist in:

- preparing a five-year service plan,
- evaluating alternative service delivery methods, and
- analyzing cost and ridership potential of service improvements.

Location: 4012 SE 17th Avenue, Portland, OR 97202

Work Hours: 40 hours per week

Duration: 12 weeks

Start Date: June 2012

Pay: \$15.00/hour

Apply by: May 25, 2012 (see below)

Essential Functions:

- Utilizes tools such as Excel, Access and ArcView to analyze and display service and ridership statistics.
- Prepares memos and reports based on research and analysis.
- Conducts self in an appropriate manner as a representative of TriMet, working effectively in a diverse work environment.
- Collects information from other transit systems, governments and service providers and summarizes in written reports and presentations.
- Compiles primary and secondary data and descriptive information into spreadsheets, databases, GIS, and other reports.

Qualifications:

- Current undergraduate or graduate student in urban and regional planning, geography, economics, urban studies, civil/transportation engineering or related field.
- Experience with statistics, GIS and/or database analysis.
- Interest, coursework or experience (e.g., reports and community activities) in transportation planning.
- Proficiency in word processing, spreadsheet, and office communications software.
- Ability to research, investigate and analyze information.
- Ability to pay attention to detail, ensuring accuracy in work.
- Ability to communicate with tact and diplomacy, orally and in writing.
- Ability to work effectively in a diverse workforce.

Application Requirements:

Please e-mail your resume and cover letter to:

brownj@trimet.org

Jean Brown, Senior Human Resources Representative

TriMet is an equal opportunity employer, committed to developing an organization that is reflective of and sensitive to the needs of the diverse community we serve, including the elderly and persons with disabilities.