The San Diego Association of Governments invites applications for the position of:

transportation programs intern

If you are a student or recent graduate, a paid internship at SANDAG may be a great way to launch your career! The agency is always working on interesting and challenging projects and our managers are dedicated to sharing these experiences and mentoring the next generation of professionals in the industry.

The experience is substantive. If selected for an internship, you would be fully integrated into your team and given project responsibilities that are both learning opportunities and a chance for you to contribute to the overall success of the agency. You will enhance your technical knowledge in your chosen field and refine your abilities to collaborate, contribute to high-performing teams, and communicate – skills that are the essence of a successful professional!

Apply immediately; this position is open until filled
Two internships are currently available.
Expected start date: May 2019
Overview of our Intelligent Transportation Services Program

The Intelligent Transportation Services (ITS) group develops and deploys programs and projects that focus on better managing our transportation network to improve system efficiencies and provide multi-modal transportation options. Current efforts include the I-15 FasTrak Program, I-15 Integrated Corridor Management Project, 511 Regional Traveler Information System, ITS Operations, and development of the Annual State of the Commute Report. The intern selected for this position will gain exposure to these and other important initiatives in transportation planning.

Intern Responsibilities

With guidance and mentoring from senior staff, this position will provide a “hands-on” learning experience in the transportation planning profession. Examples of intern responsibilities include:

- Contribute to the research, collection, and compilation of project and program data; ensure the accuracy of information; maintain comprehensive databases and documentation.
- Assist with data analysis, including statistical calculations; participate in estimating/forecasting potential trends.
- Collect, compile and assist with drafting documents required for meeting agendas, committee reports, and presentations.
- Contribute to the production of project-specific presentations; assist with the production of materials such as questionnaires.
- Review consultant invoices for accuracy; coordinate between consultants and project managers to resolve billing disputes; provide account coding on incoming invoices and coordinate with other groups/sections to ensure timely payment.
- Respond to requests for information from the public or other interested parties.

Qualifications

SANDAG staff are known for their commitment to excellence and passion for the work they do. We look for the same qualities in interns. To be most successful in this position, our ideal candidate would have the following education, experience, and attributes:

- Graduate or final year undergraduate level coursework in urban or transportation planning, civil engineering, public policy, geography, data science, business/public administration, economics or a related field.
- Knowledge of current issues and trends related to regional transportation planning, traffic engineering, and transportation system management.
- Experience with MS Office software, in particular MS Excel; experience conducting and summarizing Internet research; demonstrated proficiency with learning new software applications.
- Ability to communicate with various audiences using exceptional interpersonal, written, and oral communication skills.
- Excellent organizational skills, attention to detail, and ability to multitask and work on several projects simultaneously.
- Demonstrated flexibility and willingness to perform a variety of tasks typical of an entry-level planning position.

Hours, Pay, and Perks

Interns are paid $13.50 per hour, are eligible to receive pro-rated holiday pay, paid sick leave, and a regional transit pass. This internship is offered as a one-year position, working approximately 20 to 25 hours per week. The work is primarily performed during normal business hours and, from time to time, may involve evenings and weekends; a specific schedule will be worked out between the intern and manager.

How to Apply

We encourage all interested candidates to apply for this internship by sending us a completed Employment Application along with a recent two-to-three page writing sample and cover letter describing how this internship would contribute to your career goals in the transportation planning field.

The application form can be downloaded from the Careers section of the SANDAG website. Your completed application, writing sample, and cover letter can be emailed to hr@sandag.org or sent to SANDAG, Attn: Human Resources, 401 B Street, Suite 800, San Diego, CA 92101.

Apply immediately. We are accepting applications on an ongoing basis until the positions are filled.

The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.

Any questions regarding this internship or application procedures can be referred to Tala Piñones, Human Resources Analyst, at tala.pinones@sandag.org or (619) 699-7385.

Applicants requiring an accommodation due to a disability should state their needs in writing when submitting an application.

About SANDAG

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a quality of life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. With an employee group about 375 strong, we work for our Board of Directors - mayors, city council members, county supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.