



## Utah Transit Authority Planning & Engagement Intern Description

**Title:** Planning & Engagement Intern

**Location:** UTA's service area (Weber, Davis, Salt Lake, Tooele, Utah counties)

*Utah Transit Authority is an Equal Opportunity Employer of all persons regardless of race, color, religion, sex, national, origin, age, disability, covered veterans, sexual orientation and gender identity. Women, minorities, and people with disabilities are encouraged to apply.*

### **Overview of Opportunity:**

UTA is looking for a motivated student to be an intern for the Planning & Engagement team. We're looking for ways to improve transportation and engagement with the community. The Planning & Engagement Office is comprised of 5 departments – Customer Service, Community Engagement, Customer Experience, Innovative Mobility Solutions, and Planning. This is an excellent opportunity to diversify experience with multiple disciplines in the field of public transportation, planning, and engagement.

### **Summary of Opportunities:**

- **Innovative Mobility Solutions Opportunities:**
  - Research and Planning for Connected and Autonomous Vehicles and mobility on-demand initiatives
  - Grant development and applications
  - Request for Proposal (RFP) development
  - Field tests and rider surveys
  - Data collection and analysis
- **Customer Service Opportunities:**
  - Technical support
  - Training curriculum development
  - Document creation and archiving
  - Leadership skill development
- **Community Engagement Opportunities:**
  - Community events and partnerships (as possible)
  - Develop resources and tools to facilitate participation
  - Support school program
  - Promote the youth Rider License program
- **Customer Experience Opportunities:**
  - Amenity inventory/organization
  - Site/field visits (for photos, measurements, etc.) \*
  - Bus Stop Manager quality assurance
  - Product/peer agency research

*\*Requires a car*



- **Planning Opportunities:**
  - UTA is also currently seeking another intern specific to the Planning department. Opportunities within that department can be found through that posting.

**Eligible Applicants:**

**Education/Training**

Full or part-time student currently enrolled in an accredited college or university, seeking a graduate degree in Public Administration, Planning, or related field. A copy of a transcript and one letter of recommendation is requested.

**Knowledge**

- Understanding of community engagement, public involvement, planning principles or related expertise
- Professional drive and enthusiasm for new challenges
- Interest in how transportation can enhance people's quality of life

**Skills**

- Reliable and self-directing
- Strong organizational skills
- Enjoys meeting and interacting with people
- Strong written and oral communication skills

**Abilities**

- Ability to communicate effectively and manage multiple projects simultaneously.

OR

An equivalent combination of relevant education and work experience (UTA reserves the right to determine the equivalencies of education and experience)

**Time Commitment:**

April – December 2021, negotiable

**Compensation:**

A modest stipend will be offered commensurate with time committed to the position.

**To Apply:**

Please submit the following items to Megan at [mwaters@rideuta.com](mailto:mwaters@rideuta.com).

- Copy of transcript
- Resume
- Cover Letter
- One Letter of Recommendation

Questions can be directed to Megan at [mwaters@rideuta.com](mailto:mwaters@rideuta.com), 801-244-3271.