

## MnDOT Planning Internship Program

### Metro District Planning Position Details

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#### Location

Waters Edge Building  
1500 W. County Road B-2  
Roseville, MN 55113-3174

#### Work Description

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- Participate in multi-disciplinary teams and also independently undertake and assist in the development of plans, studies, policies, performance measures, and programs.
  - Assist in developing a pilot program of projects that improve transit stops on the state highway system in the Metro District.
  - Assist with project scoping to ensure pedestrian, bicycle, freight, and transit needs are incorporated into MnDOT construction projects
  - Prepare resources and materials discussing various trends related to multimodal transportation planning.
  - Contribute to written reports, presentations, graphics, displays, web page content, maps, and other written and verbal communications.
- The position will support data collection, analysis, and evaluation of pedestrian, bicycle, freight, and transit information. Assignments may include but are not limited to:
  - Assist with implementation of bicycle and pedestrian portable and permanent count equipment, mapping, and other data analysis.
  - Assist with mapping and analysis of district priority areas for pedestrian and bicycle investment.
  - Conduct GIS mapping and transportation data analytics, including origin-destination analyses, speed studies, before/after analyses, and mobility performance reporting.
  - Analyze construction project funding and investment categories.
  - Assist with analysis of the State Highway Investment Program and other Program Management activities

#### Desired Qualifications

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- Working knowledge of the theory and practice of transportation planning.

- Working knowledge of urban and regional planning, and related disciplines of land use and urban design, environmental planning, landscape architecture, housing and community development, and/or economic development.
- Knowledge and use of Microsoft Office applications (Outlook, Word, Excel and PowerPoint).
- Knowledge in the application of GIS to planning, research, and analysis.
- Proficiency in the use of statistical analysis with spreadsheet or database applications.
- Verbal and written communication skills sufficient to establish and maintain effective working relationships with management, staff and stakeholders.
- Ability to work as a member of an interdisciplinary and/or intergovernmental team.
- Professional planning experience working at the local, metropolitan or state level.
- Enrollment in a master's program, pursuing a degree in planning, geography, geographic information systems, urban studies, political science or other related field.
- Experience in working with large data sets such as the National Performance Management Research Data Set (NPMRDS), INRIX, Streetlight Insight, Inc. and their analytical platform in order to conduct transportation analyses.
- Working knowledge of Adobe Creative Suite, especially InDesign.

## MnDOT Planning Internship Program

### Office of Transportation System Management Planning Position Details

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#### Location

Transportation Building  
395 John Ireland Boulevard  
St. Paul, MN 55155

#### Work Description

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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

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- 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 & Active Transportation Planning Position Details

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#### Location

Transportation Building  
395 John Ireland Boulevard  
St. Paul, MN 55155

#### Work Description

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- Support Pedestrian, Bicycle and Transit Planning team with related planning, programming, training and analysis in the Office of Transit and Active Transportation.
- Assist and support the development of the Statewide Pedestrian System Plan and Safe Routes to School Strategic Plan.
- Research and summarize information for walking, bicycling, and transit on projects.
- 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 walking and bicycling, including content revisions and updates to the website and review of reports.
- Create and update GIS maps for walking, bicycling, and transit.
- Review and verify State Bicycle Route signage and develop a process for tracking signage needs and maintenance.
- Revise and organize communication materials for what is required and expected for transit grants in Greater Minnesota.

#### Desired Qualifications

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- 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 & Active Transportation Planning Position Details (Data, Asset Management & Innovation Unit) Details

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#### Location

Transportation Building  
395 John Ireland Boulevard  
St. Paul, MN 55155

#### Work Description

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- Assist with statewide implementation of portable and permanent count equipment, mapping and other technical assistance for resources needed for counting.
- Assist with training and management of MnDOT Partners on the use of portable bicycle and pedestrian counters.
- Assist in formatting and coordination of pedestrian and bicycle count data into TMAP and GIS.
- Assist in development of validation, quality control and quality assurance measures for statewide pedestrian and bicycle counting equipment.
- Assist in the development of enhancements to existing data tracking and analysis tools.
- 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.
- Assist and support development of logical and physical data design, and create and edit data models.

#### Desired Qualifications

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- Working knowledge of the theory and practice of transportation planning.
- Working knowledge of comprehensive planning, including land use and/or economic development.
- Proficiency in the use of statistical analysis with spreadsheet or database applications.
- Knowledge and use of Microsoft Office applications (Outlook, Word, Excel and PowerPoint).
- Verbal and written communication skills sufficient to establish and maintain effective working relationships with management, staff and stakeholders.
- Ability to work as a member of an interdisciplinary and/or intergovernmental team.

- Enrollment in a master's program, pursuing a degree in planning, geography, urban studies, political science or other related field **AND** professional work experience.
- Knowledge in the application of GIS to planning, research and analysis.
- Professional planning experience working at the local, metropolitan or state level.
- Working knowledge of Adobe Creative Suite, especially InDesign.