

# INTERNSHIP JOB ANNOUNCEMENT

Apply On-line at [www.samtrans.com/jobs](http://www.samtrans.com/jobs)  
Employment Hotline (650) 508-6308

February 17, 2023

**TITLE:** Summer Intern  
**EMPLOYMENT TYPE:** Temporary (Non-Exempt)  
**APPLICATION DEADLINE:** Sunday, April 16, 2023 (1<sup>st</sup> cutoff March 26, 2023)  
**PAY RANGE:** \$25.00/hourly  
**WORK LOCATION:** 1250 San Carlos Avenue, San Carlos, California  
**WORK SCHEDULE:** Starting June 19, 2023 – 320 Hours Maximum

## **INTERNSHIP PROGRAM MISSION:**

The Internship Program gives students the opportunity to apply the skills that they have learned in the classroom. In addition, the program gives students the opportunity to consider a career in the transit industry. The interns will gain invaluable experience by partnering and learning from our team of professionals.

**EXAMPLES OF ESSENTIAL DUTIES AND FUNCTIONS:** 1 Internship is available in each of the following areas:

### **Operations Planning (Job ID 901186)**

- The selected Intern will assist in data collection, analysis and report development related to ridership. Working with the Operations Planning (Ops Planning) team to review and develop bus schedules and service plans ensuring accuracy for the coming run book. Work will include using scheduling software, HASTUS, to ensure quality and completeness of data and information and assisting with reporting needs to the National Transit Database.

### **Strategic Planning (Job ID 901187)**

- The selected Intern will assist the strategic planning team with analysis and implementation of Reimagine SamTrans, complete competitive analysis projects, and present findings and recommendations to the team. This will include map creation (GIS), data analysis, assisting with public outreach, and conducting field research in an effort to assess the current status and ideate new solutions based on their research.

### **Planning & Fund Management (Job ID 901188)**

- The selected Intern will work on a project to develop an online tracking system to monitor the progress and status of Measure A and Measure W funded projects across San Mateo County. This includes developing and tracking Key Performance Indicators (KPIs) such as vehicle miles traveled reductions, greenhouse gas emissions reductions, etc. Provide planning support for various studies including the US 101 Multimodal Strategy, 101/92 Mobility Hub and Smart Corridor, El Camino Real Complete Streets Corridor Feasibility Study.

### **Transportation Authority Program & Project Delivery (Job ID 901189)**

- The selected Intern will assist the Program & Project Delivery team with tracking and updating various projects, developing Transportation Authority reference materials, and providing general support to the team such as research, technical writing, filing, and preparing presentation.

## **Human Resources (job ID 901190)**

- The selected Intern will assist the Human Resources team with projects and varying assignments including assisting with recruitment events, scheduling training and development, HRIS data entry and analysis, and benefits administration. The Intern will also research and report on new potential initiatives including learning & development opportunities, HRIS implementation, and total rewards competitive analysis.
- All employees of the District must perform all job duties and responsibilities in a safe manner to protect one's self, fellow employees and the public from injury or harm. Promote safety awareness and follow safety procedures in an effort to reduce or eliminate accidents.
- Perform other duties as assigned.

**SUPERVISION:** Each Intern selected will work under the general supervision of the Department they have been matched to, they will work with diverse set of supervisors, managers, and directors on various projects.

### **MINIMUM QUALIFICATIONS:**

- Must be currently enrolled in an accredited university as an incoming Junior or Senior undergraduate student, graduate student, or 2023 graduate.
- Must be able to work onsite in San Carlos for the duration of the program (June – August), not to exceed 40 hours/week or 320 cumulative hours.

### **OTHER REQUIREMENTS:**

- Must be proficient in Microsoft Word.
- Must have effective research and analytical skills.
- Must have effective written and oral communication skills.
- Must be able to work collaboratively with technical and non-technical stakeholders.

### **SELECTION PROCESS MAY INCLUDE:**

Applications will be screened for completeness and minimum qualifications. Finalists will be interviewed by an election panel. Selected candidate will be subject to background investigation.

### **EMPLOYMENT BENEFITS AT SAMTRANS:**

Free transportation on SamTrans buses. Incentives are offered for riding other forms of public transit and for carpooling to and from work.

### **HOW TO APPLY:**

- To apply, please visit the <https://www.samtrans.com/jobs>. Complete an online employment application by 11:59 p.m. on Sunday, April 16, 2023 (1<sup>st</sup> cutoff March 26, 2023). A resume will not be accepted in lieu of the application. Incomplete applications will not be considered.
- The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please contact the Human Resources Department at (650) 508-6308 or email written request to [internships@samtrans.com](mailto:internships@samtrans.com).
- SamTrans celebrates diversity and is committed to creating an inclusive and welcoming workplace environment. We are an Affirmative Action/Equal Opportunity Employer. Minorities, Women, Persons with Disabilities and Veterans are encouraged to apply.