Position: Capital Projects Commuter Rail Intern

General Statement of Job Duties:
GoTriangle is seeking a Capital Projects Commuter Rail Intern to support the agency's ongoing capital planning activities. The Intern will perform research, data collection, documentation, and document control activities for the Greater Triangle Commuter Rail Project. The Intern will learn about and gain real-world experience with planning and project management for a public transportation rail project. The Intern will work closely with project managers, coordinators, consultants, planners, engineers, and other GoTriangle staff.

- **Spring Internship 16-24 hours per week, and through the summer at 40 hours per week at GoTriangle's option.**
- **Target Start Date: March 2022**

Essential Duties and Responsibilities:

- Support design, implementation, and maintain a SharePoint-based document control system for a major transportation infrastructure project
- Assist with data collection and report development for transportation studies and strategic initiatives
- Use quantitative research methods and literature review to support provision of answers to transportation-related policy questions
- Support project management and oversight activities by learning to write memoranda, agenda preparation, and presentation development
- Support best practices research, including working directly with peer agencies to obtain insight on relevant programs and projects
- Receive training and learn to safely conduct field activities within transit corridors.
- Share and translate academic knowledge, training and experience into assigned

Minimum Knowledge, Skills and Abilities:
- Pursuing or recent completion of a graduate or undergraduate degree program in Computer Science, Engineering, Public Administration, Public Policy, Urban Planning, Geographic Information Systems, or a related field.
- Proficiency in Microsoft Office 365
- Demonstrated experience in SharePoint and MS Teams or equivalent.
- Experience utilizing JSON, JavaScript, PowerApps, Power Automate, or related web development solutions preferred.
- Must identify core academic courses that are related to internship job duties .

Working Conditions:
Works remotely or in an office environment where there is minimum exposure to dust, noise, or extreme temperatures.

GoTriangle is an equal opportunity employer.

Apply at https://gotriangle.org/careers