



SWRPC

Southwest Region
Planning Commission

2024 Data Collection Announcement: Internship/Seasonal Position Opportunity

SWRPC is offering seasonal employment and/or sponsoring internships to support its traffic research field work activities.

A. Required Education and Experience

Internship candidates should be enrolled in, or have completed, a bachelor's degree in transportation planning, urban and/or regional planning, geography, environmental studies, community development, or a related discipline. For seasonal employment, candidates should possess abilities consistent with the description provided in this announcement. Applicants should be comfortable working with software programs such as the Microsoft Office Suite. Experience with Esri ArcGIS Desktop, ArcGIS Online, and Collector for ArcGIS is desirable.

B. Responsibilities

This position will be primarily tasked with collecting transportation- and traffic-related data in the field. This includes (but is not limited to): the setup and re-deployment of automatic traffic recorders and equipment; assessing culverts and stream crossings; conducting turning movement studies or other studies; and conducting assessments of road surface conditions. Other responsibilities may include map-making, data entry, and quality assurance/quality control of collected data. Most of the work will be conducted in a team of two, outdoors, and under the supervision of one or more SWRPC staff members.

C. Hours and Term of Appointment

SWRPC estimates the internship will account for three or more workdays per week during the summer and early fall. SWRPC business hours are 8:30 a.m. to 5:00 p.m. Monday through Friday. The duration of the internship is contingent on the combined availability of all team members throughout the field work season. Third party training opportunities, some of which are only available off-site, are required.

D. Special Requirements

A valid driver's license and signing a release of driving record form is preferred. The position will include frequent travel for fieldwork throughout Southwest New Hampshire using SWRPC's traffic research vehicle. Fieldwork involves working outside, in proximity to traffic, and requires the ability to lift approximately 30 pounds.

E. Review and Screening Process

Applications for employment will be reviewed by SWRPC staff. An interview will be included as part of the internship recruitment process. Supervision for this internship opportunity will be provided by SWRPC staff.

F. Application Process

Applicants are required to submit the following:

1. Completed request form (www.surveymonkey.com/r/NLH8MYR)
2. Resume
3. Contact information for at least two references (Letters of reference are also welcome)

G. Compensation

The base rate of pay for this internship opportunity is \$13.00/hour and may vary based on skills and experience.

H. Additional Information

SWRPC is an equal opportunity employer. Please respond promptly as this position is open until filled. SWRPC reserves the right to close this position announcement and search process at any time at its sole discretion. For additional information, please contact Rich Clough of SWRPC staff at rclough@swrpc.org or (603) 357-0557.