

# Department of Planning, Development and Public Transportation Intern

## Role and Responsibilities:

- Strong analytical skills to assist with transportation-related projects, including reviewing ridership stats, mileage usage, etc.
- Ride along bus routes to report on ridership and assist planners in implementation of transportation program
- Strong research skills for evaluation of regional transportation-related/other projects in regard to Putnam County's long-range plan
- General office/clerical assistance
- Conduct surveys and analyze data/results
- Proficiency in PowerPoint and Excel and incorporation of statistical analysis/findings

## Qualifications and Education Requirements:

Must be enrolled in College or Graduate school at the time of application.

## Specific Majors, coursework or backgrounds that would be helpful to this work:

Finance, Statistics, Political Science, Planning, Land Use, Sustainability

## Preferred Skills:

- Strong analytical skills
- Research skills
- Computer and typing skills
- Works well with public

**Department:** Planning, Development and Public Transportation Department

**Location:** Transit Facility  
841 Fair Street  
Carmel, NY 10512

**Hourly Rate:** High School Student \$10  
College Student \$11  
Graduate Student \$12

**Schedule:** 28 hours/week for 8 weeks