



## Planning Department Intern

Planning, Development and Public Transportation

### Role and Responsibilities:

- Strong analytical skills to assist with transportation-related projects, including reviewing ridership stats, mileage usage, etc.
- Proficiency in preparation of Excel spreadsheets to incorporate findings of analyses
- Strong research skills for evaluation of regional transportation-related/other projects in re Putnam County's long range plan
- General office/clerical assistance

### Qualifications and Education Requirements:

Must be enrolled in High School or College at the time of application.

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

- Finance
- Statistics
- Political Science

### Preferred Skills:

1. College-level Intern
2. Office work experience

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

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

**Salary:**

High School Student	\$8/hr.
College Student	\$9/hr.
Graduate Student	\$10/hr.

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

**Supervisor:** Sandra Fusco

