



Planning, Development and Public Transportation Department

Role and Responsibilities:

- Strong analytical skills to assist with transportation-related projects, including reviewing ridership stats, mileage usage, etc.
- Strong research skills for evaluation of regional transportation-related/other projects in re 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 program 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:

1. College-level Intern
2. Office work experience

Department: Planning, Development and Public Transportation Department

Location: Transit Facility
841 Fair Street
Carmel, NY 10512

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| Salary: | High School Student | \$9/hr. |
| | College Student | \$10/hr. |
| | Graduate Student | \$11/hr. |

Schedule: 28 hours/week for 8 weeks

Supervisor: Sandra Fusco

