**Transportation Planning**

**City of Scottsdale Transportation Department**

**Spring 2025**

**Internship Objectives**

 Provide work experiences related to transportation planning to ensure that Scottsdale neighborhoods/businesses/visitors are provided an accessible, environmentally sensitive, safe and efficient transportation system

 Exposure to multiple aspects of transportation planning and city government

 Increase working knowledge of GIS desktop applications

**Description of Internship**

Compensation

The internship is an **unpaid** position. Students will be **required** to earn **academic credit.**

Duration/Schedule

 Length of Internship – Spring 2025 semester (January 2025 – April 2025) or when credit hours have been met. Internship equates to 135 hours for 3 credits

 Office hours and work Schedule – Office policy sets business hours of 8:00 a.m. to 5:00 p.m.

Monday – Friday, excluding holidays

 Schedules will be determined based upon student availability and project assignments

Requirements/Qualifications

 Enrolled in a minimum of a Bachelor’s degree level program with an emphasis in planning or a closely related field.

* Provide the city of Scottsdale the necessary documentation to qualify for the internship
* The ability to stay outdoors for long periods of time
* The ability to walk/hike long distances

 Have basic level skills in ArcGIS 10.8.2 or ArcGIS Pro 3.3.2 desktop applications

 Effectively communicate verbally with co‐workers and others one‐on‐one and in‐group settings

 Ability to conduct field investigations and collect data

* Must have a valid driver license
* Establish and maintain effective working relationships with co‐workers, supervisor and the general public

**Work Plan**

A work plan will be developed within the first week of the internship. The work plan will define tasks and time frames for the intern’s assignments and define a schedule for other work items and training activities. Assignments will be determined by the senior staff member assigned to manage the intern. Potential assignments are listed below.

* Collection of field data for the bicycle racks and wayfinding signage inventories is the priority
* Creation and maintenance of GIS databases
* Attend internal planning meetings and potentially participate in open house or public meetings

**Please submit cover letter and resume via email to:**

Greg Davies, AICP

Senior Transportation Planner

City of Scottsdale, Arizona

[gdavies@scottsdaleaz.gov](mailto:gdavies@scottsdaleaz.gov)

Questions regarding this internship please contact Greg Davies at 480.312.7829 or by email.