

INTERNSHIP POSITION DESCRIPTION

Department/Division: Public Works, Program Delivery Division

Number of opening(s): 1 full-time internship position

Address: 1425 Paul Kirkwold Drive, Arden Hills, MN (location not served by public transit).

The Program Delivery Division of the Public Works Department will hire one full-time summer intern. This intern will work closely in several areas of the division including Traffic, Project Management and Design Engineering. Applicants should have an interest in Traffic Engineering, GIS, data analysis, and pedestrian and bicycle safety planning. Strong communication skills, ability to work independently, familiarity with GIS tools (ArcGIS) and ability to read and interpret construction plans are desired.

Examples of work tasks may include but are not limited to:

1. Analyzing and reporting on crash data.
2. Producing GIS maps.
3. Producing and reviewing traffic data.
4. Assisting in public engagement efforts.
5. Working on project management tasks.
6. Mapping improvements constructed in recent years as part of the ADA Transition Plan.
7. Collecting speed data on various county roadways.
8. Cataloging of existing road features and infrastructure such as crosswalks, bumpouts, etc.
9. Identifying potential locations for future safety improvements based on crash data.
10. Implementing data organization efforts to streamline transportation data retrieval.
11. Assisting project managers with project tasks and assignments.
12. Collaborate with Multimodal Planning intern on tasks that overlap with Program Delivery.



Department/Division: Public Works, Multimodal Planning Division

Number of opening(s): 1 full-time internship position

This position is eligible for a hybrid work arrangement, with a minimum of 2 days in office per week. In office work will occur at multiple locations depending on work task:

- Courthouse - 15 W Kellogg Boulevard, Saint Paul, MN (accessible by METRO Green Line and all bus routes serving downtown Saint Paul)
- Metro Square – 121 7th Place E, Saint Paul, MN (accessible by METRO Green Line and all bus routes serving downtown Saint Paul)
- Ramsey County Public Works Facility – 1425 Paul Kirkwold Drive, Arden Hills, MN (only accessible by car).

The Multimodal Planning Division of the Public Works Department will hire one summer intern who will support planning and project management activities related to the Ramsey County transportation planning and programming initiatives. Interns in the Multimodal Planning Division should have an interest in transit planning, multimodal transportation and transit-supportive land use and a desire to learn how agencies at different levels of government collaborate to deliver transportation projects. Strong communication skills are desired and basic familiarity with GIS tools (e.g., ArcGIS) is a plus.

Examples of work tasks may include but are not limited to:

1. Supporting, developing, and implementing public engagement and communication strategies.
2. Assisting with marketing and social media.
3. Engaging directly with residents at public engagement events, both in-person and virtually.
4. Reviewing technical and communications materials.
5. Participating in coordination meetings with partner agencies (Federal Transit Administration, Metro Transit, MnDOT, cities).
6. Researching best practices and presenting findings to internal staff and external partners.
7. Produce GIS maps and related data analysis.
8. Supporting traffic data research and analysis.
9. Supporting Community and Economic Development (CED) initiatives.
10. Supporting Asset Management work.



Department/Division: Community & Economic Development (Housing and Small Business focus)

Number of opening(s): 2 full-time internship positions

Address: 15 W Kellogg Boulevard, Saint Paul, MN (accessible by METRO Green Line and all bus routes serving downtown Saint Paul).

The Community and Economic Development Department (CED) will hire two full-time summer interns to support various aspects of Ramsey County's economic development portfolio. CED interns should have an interest in affordable housing and/or economic development.

Examples of work tasks may include but are not limited to:

1. Assisting CED staff in implementing strategies and activities associated with the County's first [Economic Competitiveness and Inclusion \(ECI\) Plan](#).
2. Supporting housing and economic development program managers in collecting, compiling and analyzing program data. This may include writing reports, developing plans, performing independent evaluation and creating presentations.
3. Supporting the content development and maintenance of the County's regional economic portal (www.RamseyCountyMeansBusiness.com) including working with internal departments and external city partners.
4. Assisting economic development specialists in the daily operations of programs that further equitable homeownership and the construction of multifamily rental housing.
5. Participating in community engagement activities associated with the ECI Plan, redevelopment projects and other programs.
6. Track and research state legislation related to housing and economic development

