



Sacramento Regional Transit District Planning Student Intern

SALARY	\$24.00 Hourly	LOCATION	Sacramento, CA
JOB TYPE	Temporary	JOB NUMBER	2025-00181IE
DEPARTMENT	Planning	OPENING DATE	03/11/2025
CLOSING DATE	3/31/2025 11:59 PM Pacific	RECRUITMENT TYPE	Internal/External

Description

Must be willing to work a minimum of 30 hours in a typical week but may work up to 40 hours a week if available. Flexible unpaid time off will be allowed to work around school, finals, holidays, and other obligations.

Under immediate supervision, the Student Intern performs a wide variety of duties supporting Planning Department; assisting Planning Staff performing basic level work in transit system design, ridership analysis, performance monitoring, capital project development, review of environmental and engineering plans for major development and public works projects, public engagement, and related tasks.

Examples of Duties

- Assist preparing and maintaining daily and monthly performance reports
- Assist with SacRT's short-range and long-range transit plan update
- Assist performing background research to support new initiatives (e.g., mobile apps, signal priority)
- Assist updating route profile report
- Assist with SacRT's Title VI civil rights plan update
- Assist updating and maintaining SacRT's GIS shapefiles and GTFS-RT feed
- Assist preparing presentations, charts, etc. using Power Point, Excel, etc.
- Assist with review of environmental and engineering documents
- Monitor ridership and assist customers at special events
- Monitor and take notes at official meetings (e.g., SacRT Board, Mobility Advisory Council, Sacramento Area Council of Governments, other transit agencies, etc.)
- Assist with coordination of passenger origin/destination survey
- Assist with organizing and conducting special purpose/ad-hoc customer surveys, and in-field investigations of service and facilities, to improve service and schedules
- Assist with monitoring SacRT's real-time digital message sign system at bus stops

Minimum Qualifications

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

Education: High school diploma or equivalent. Must be currently enrolled in six or more units towards a Bachelor's or Master's degree from an accredited college or university majoring in Business Administration, Public Policy/Administration, Transportation Studies, Urban Planning, Community/Regional Development, Geography, Environmental Policy/Planning, Mathematics, Statistics, Economics, Computer/Data Science, Civil or Transportation Engineering or a related field.

Experience: Previous work experience not required but is desired in transit, transportation, public administration, public policy, business administration, computer science or data analysis, geography/GIS, civil engineering, environmental policy, and/or related fields is preferred but not required.

Proof of required enrollment in college must be submitted at the time of application.

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of college enrollment must be submitted online no later than Monday, March 31, 2025, at 11:59 p.m. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

Employer

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95816

Phone

9165560298

Website

<http://www.sacrt.com/>

Planning Student Intern Supplemental Questionnaire

*QUESTION 1

If you were asked to do a peer analysis of Sacramento Regional Transit, comparing SacRT to other transit systems in other cities that have similar characteristics, which transit agencies (or cities) would you consider? Why are they comparable? In what ways are they not comparable?

***QUESTION 2**

Please describe yourself, your education and career history, your knowledge, skills, and abilities, and anything else that would explain why you would excel as a transit planning intern at Sacramento Regional Transit.

* Required Question