



## JOB ANNOUNCEMENT

# Planning/Research Intern

Transportation & Planning Services (TPS) Division

The Planning/Research Intern provides technical assistance in research, development of technical reports, preparation of transportation plans, and other responsibilities under the direction of the Transportation & Planning Services management team. Communicates regularly with team members and occasionally with representatives from partner local and state governmental entities and the public.

### EXAMPLES OF WORK PERFORMED

- Collect, update, and analyze supporting transportation planning data, utilizing GIS software, as well as other software as needed
- Assist with transportation project evaluation and funding monitoring, and monitor the status of federally and locally funded transportation projects
- Assist with research regarding the transportation planning process
- Develop, update, and edit short-range and long-range transportation planning technical reports
- Support various committees and public outreach events
- Perform general assignments at direction of project manager or supervisor, and may be given specific responsibility for special projects

### QUALIFICATIONS

- Currently pursuing an undergraduate or graduate degree in Planning, Geography, or related field
- Strong critical thinking and problem solving skills
- Strong verbal and written communication skills
- Experience with GIS software products and statistical software packages
- Proficient in Microsoft Office suite (Word, Excel, Access, PowerPoint and Outlook)

### HOW TO APPLY

Send resume and application to Beverly Garner, Association of Central Oklahoma Governments, 4205 N. Lincoln Blvd., Oklahoma City, Oklahoma 73105 or email [bgarner@acogok.org](mailto:bgarner@acogok.org).

### HELPFUL LINKS

[APPLICATION](#)

[ABOUT ACOG](#)