



## Oakland County Michigan

# Transit Planning, Urban Planning Public Policy Intern

<b>SALARY</b>	\$17.47 - \$20.38 Hourly	<b>LOCATION</b>	Waterford, MI
<b>JOB TYPE</b>	Part Time	<b>JOB NUMBER</b>	2024-127
<b>DEPARTMENT</b>	Planning & Economic Developmt	<b>OPENING DATE</b>	05/09/2024
<b>CLOSING DATE</b>	Continuous		

### Announcement Information

Part-time Non-Eligible employees are not part of the Oakland County Merit System. These positions are limited to 1,000 hours per calendar year and are not eligible for benefits. A closing notice may be posted when a sufficient number of applications have been received to meet current needs.

### Job Summary

This is an exciting opportunity to contribute to the development and implementation of innovative transit services throughout Oakland County. In collaboration with community and regional transit providers, our office identifies, supports, and encourages the provision of transit services to address needs and priorities based on demographic data, economic development efforts, and operational availability. This summer, we will be working on charting short term operations and mid-range transit priorities for Oakland County.

### Minimum Qualifications

Applications will be rejected if the following information is not provided at the time of application:

- Thoroughly documented work history
- The application is incomplete in ANY capacity

1. Must meet one of the following requirements:

- a. Current enrollment in an accredited college or university with status as a freshman or sophomore status (equates to steps 1 or 2 of salary range).
- b. Current enrollment in an accredited college or university with status as a junior/senior status (equates to steps 3 or 4 of salary range).
- c. Current enrollment in an accredited college or university in a graduate degree program (equates to steps 5 or 6 of salary range).

**NOTE:** When assigned to Circuit Court must possess a valid motor vehicle operator's or chauffeur's license.

### Work History

You are required to include your work experience in the Work Experience Section of your NEOGOV application. If you have previously included work history on a resume you **must transfer** your work history into the Work Experience Section prior to applying. **Attached resumes will not be reviewed or considered.** Please review the job posting, specifically the purpose of the position and the minimum qualifications, prior to answering the work experience question; and note that only related work experience will be considered. **NOTE: Provide full detail in the employment history section noting the skills, experience and hours worked per week pertaining to the minimum qualifications.**

### TRANSCRIPTS

If a job offer is made, an official transcript with the award date will be required as part of the hiring process. Transcripts from outside the United States must be assessed for U.S. equivalency by a NACES National Association of Credential Evaluation Services (<http://naces.org/members.html>). Other documents such as reference, cover letter, resume, etc will not be reviewed.

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#### Agency

Oakland County Michigan

#### Address

2100 Pontiac Lake Road

Waterford, Michigan, 48328

#### Phone

248-858-0530

#### Website

<http://www.oakgov.com>

## Transit Planning, Urban Planning Public Policy Intern Supplemental Questionnaire

### \*QUESTION 1

I acknowledge if a job offer is made, an official transcript with the award date will be required as part of the hiring process. Please enter your initials below.

### \*QUESTION 2

Are you currently enrolled at an accredited college or university?

Yes

No

\* Required Question