

## MnDOT Planning Internship Program

### Planning at MnDOT

MnDOT's Planning responsibilities consist of a range of activities. These include writing plans, conducting public and stakeholder outreach, data analysis, setting and managing the program to performance outcomes, and forming the capital investment program.

### Program Goals and Objectives

MnDOT seeks to achieve the following goals through its Planning Internship Program:

- Expose potential candidates to state-level, system-wide transportation planning
- Encourage partnerships and develop connections with educational institutions
- Provide new energy and fresh perspectives into the work conducted at the agency
- Expose MnDOT to new talent in the transportation planning field
- Develop a diverse pool of professionals with experience in state-level transportation planning

### Program Details

#### Program Information

Internships will be available for up to a 12-week, full-time appointment with flexible start dates and schedules. Positions will be solicited from districts and modal offices. Interns will be paid \$18.66 per hour (Step 5 on the Temporary Planner position sequence). Intern salaries will be covered by host offices; the estimated cost for 12 weeks of full time work at the rate quoted above is \$9,000. The pay may be 2% higher if approved by the full legislature.

#### Logistical Information

The internship program is administered by the Office of Transportation System Management. Logistical aspects of the application process will be facilitated by Siri Simons. In addition, Siri can help interested offices develop position descriptions and application materials. Positions will be advertised on the Planning and Programming website and sent to employee networks via email. Graduate students are preferred; however, undergraduates may also be considered depending on qualifications.

#### Hiring Schedule

To participate, districts and offices are asked to submit their position descriptions by December 1. Positions will be advertised starting in early January. The positions will be open until filled; however, the anticipated selection date for available Summer 2018 positions is on or before April 15<sup>th</sup>, 2018 with interviews occurring in early March.