



Salt Lake County
Department Regional Development
Planning and Transportation
Intern Position Description

Academic Year 2019-2020

Application Deadline: Monday, September 30th, 2019 or until filled.

How to apply: Email a cover letter, resume and portfolio of work to Jake Young JaYoung@slco.org

Hours: To be arranged with student(s).

Pay: \$15.00 per hour / no benefits offered.

Experience: No experience is required, but student must be enrolled in college level work in urban planning, geography, architecture, GIS, or a related field. Preferred applicant to have experience with one or more of the following software programs: ArcGIS Pro, Adobe, Sketchup and Microsoft Suite and to show a basic understanding city and regional planning methods.

Physical demands and working environment: Office environment; work with computer and office equipment. Intern is expected to attend various county meetings and work at the County Government center, located at 2100 South State, SLC.

Summary: Under the supervision of Regional Planning & Transportation staff, supports the functions of the staff while gaining knowledge of basic land use and transportation planning functions; and performs other duties as assigned. SLCo is working on regional plans related to the west bench and Wasatch mountains, along with other regional related items.

Functions: The following duties are intended to be a summary of possible duties. Different duties may be assigned based upon the focus of a student's area of study and the changing needs of the Regional Planning & Transportation.

1. Provide technical support to staff by conducting research and preparing reports and maps
2. Prepare agendas and reports for meetings; provide required information for specific meetings; assist in preparation and review of meeting minutes; conduct follow-up as needed
3. Assist with project open houses and public involvement efforts
4. Coordinates with consultants retained to work on land use studies, transportation projects, and other regional planning and transportation efforts
5. Other duties as assigned.

Technical Skills: Adobe Creative Suite (CS) (Indesign, Illustrator, Photoshop), Microsoft Office 365 (PowerPoint, Excel, Word), Sketchup and GIS (ArcGIS Online, ArcGIS Pro).

People Skills: Ability to meet deadlines, communicate in person (talking and listening), written communication (email, writing), collaborate with others, follow directions, be creative, and learn.