

NOACA Job Description

NOACA is an Equal Opportunity Employer

Position: College Intern/Co-op	Division: Planning
Title: Civil Engineering or Transportation Planning Intern/Co-op	Salary Range: \$12.25 to \$14.75; commensurate with field of study and class standing
Job Description: This position involves learning and applying basic planning and engineering skills to assigned tasks, under close supervision in an office environment. The College Intern/Co-op is a temporary position under direct and continuous supervision. The College Intern/Co-op is responsible for learning and applying the skills needed to perform assigned tasks and assisting other staff members with assigned tasks. The College Intern/Co-op may work on transportation and/or environmental planning efforts, as assigned at the time of hire, in furtherance of the mission of the Northeast Ohio Areawide Coordinating Agency (NOACA) as a metropolitan planning organization (MPO) and areawide water quality management agency. Engineering interns/Co-ops will work under direct supervision of a licensed professional engineer.	
Duties and Responsibilities: <p>The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.</p> <p>Technical:</p> <ul style="list-style-type: none"> • Performs research, planning, engineering, evaluation, and report-writing as directed on one or more assigned tasks. <p>Specific:</p> <ul style="list-style-type: none"> • Possesses a basic knowledge of transportation, and/or highway safety, and/or air quality and/or water quality issues. • Is familiar with the use of relevant software programs. • Develops more advanced capabilities to research, plan, design, evaluate, and report. <p>General:</p> <ul style="list-style-type: none"> • Assists in collecting/analyzing/inputting data. • Assists in preparation of reports/documents/records. • Attends work-related meetings inside and outside of the agency offices, as directed. • Engages in minimal travel within the state, as directed. • Works under supervision alone or in groups on assigned tasks. • Works on special projects as required. • Performs other duties deemed appropriate. 	
*Credentials and Experience: <ul style="list-style-type: none"> • Minimum sophomore status towards Bachelor's Degree in Planning, Engineering, Science, or other appropriate field. <p><u>Must be legally able to work in the United States</u></p> <p>*Minimum Requirements</p>	Knowledge, Skills and Abilities: <ul style="list-style-type: none"> • Familiarity with Microsoft Office software • Written and verbal communication skills • Planning and organizational skills • Aptitude for technical or computer based applications • Willing to take initiative to learn new things

