

# NOACA Job Description

NOACA is an Equal Opportunity Employer

<p><b>Position:</b> College Intern/Co-op</p>	<p><b>Division:</b> Planning</p>
<p><b>Title:</b> Civil Engineering or Transportation Planning Intern/Co-op</p>	<p><b>Salary Range:</b> \$12.25 to \$14.75; commensurate with field of study and class standing</p>
<p><b>Job Description:</b> 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. 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.</p>	
<p><b>Duties and Responsibilities:</b> 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><b>Technical:</b></p> <ul style="list-style-type: none"> <li>• Performs research, planning, engineering, evaluation, and report-writing as directed on one or more assigned tasks.</li> </ul> <p><b>Specific:</b></p> <ul style="list-style-type: none"> <li>• Possesses a basic knowledge of transportation, and/or highway safety, and/or air quality and/or water quality issues.</li> <li>• Is familiar with the use of relevant software programs.</li> <li>• Develops more advanced capabilities to research, plan, design, evaluate, and report.</li> </ul> <p><b>General:</b></p> <ul style="list-style-type: none"> <li>• Assists in collecting/analyzing/inputting data.</li> <li>• Assists in preparation of reports/documents/records.</li> <li>• Attends work-related meetings inside and outside of the agency offices, as directed.</li> <li>• Engages in minimal travel within the state, as directed.</li> <li>• Works under supervision alone or in groups on assigned tasks.</li> <li>• Works on special projects as required.</li> <li>• Performs other duties deemed appropriate.</li> </ul>	
<p><b>*Credentials and Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum sophomore status towards Bachelor's Degree in Planning, Engineering, Science, or other appropriate field.</li> </ul> <p><u>Must be legally able to work in the United States</u></p> <p>*Minimum Requirements</p>	<p><b>Knowledge, Skills and Abilities:</b></p> <ul style="list-style-type: none"> <li>• Familiarity with Microsoft Office software</li> <li>• Written and verbal communication skills</li> <li>• Planning and organizational skills</li> <li>• Aptitude for technical or computer based applications</li> <li>• Willing to take initiative to learn new things</li> </ul>

