



This is a temporary intern position and hours will not exceed 20 hours per week. This assignment is expected to last no more than 6 months. The rate of pay is \$15 per hour and benefits are not included.

POSITION SUMMARY

Under direct supervision, to perform various administrative, analytical, and/or technical support duties in support of Cape Fear Public Transportation Authority.

Complete a variety of assignments related to public transportation functions, applying principles and practices of a professional course of study, to assist with the operations and functions of the division.

Duties

- Assist in developing technical reports for distribution to various officials and members of the public utilizing Microsoft Suite products.
- Assist with maintaining and updating inventory of bus stops, geo-coordinates, amenities, and use good judgment to identify and correct data as needed.
- Help review transportation plans and promote the incorporation of pro-transit policies and measures.
- Help review schedule data for passenger information panels posted at bus stops, conduct field work as needed to ensure information is correctly displayed, and conduct field assessments at bus stops.
- Collect and summarize feedback from stakeholders, partners, passengers, and employees.
- Provide technical analysis support for ongoing planning projects.
- Assist with creation of fixed route bus schedules and route changes, including analyzing data from systems such as automatic passenger counters, vehicle location systems, and other transit technology.
- Assist with developing plans for fixed-route transit service, including evaluating system performance.
- Assist with coordination of public outreach events, including set up and working with internal staff and transit guides to disseminate information to the public.
- Help read and analyze demographic and geographic data, as well as ridership and demographic trends.
- Help create maps, graphics, and handouts for outreach events or to display concepts.
- Provide support for Operations, including preparing reports, researching contract compliance, and analyzing ridership and performance data.
- Prepare a variety of general correspondence, reports, articles, meeting minutes and/or agendas, and directions from rough draft, verbal, or recorded instruction;

edits materials for clarity, completeness, accuracy, consistency, and adherence to special format, policies, and procedures.

- Communicate with members of the public, officials from other agencies, and community groups to gather information necessary to complete assignments and projects.
- Represent the Authority with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Basic knowledge of Transit and planning concepts.
- Basic knowledge of principles and practices of transit system operations.
- Knowledge of basic methods and techniques of research and analysis.
- Knowledge of basic principles and practices of analytical report preparation.
- Knowledge of mathematics, data collection, and spatial analytical skills.
- Knowledge of principles of database management and Adobe Creative Suite (i.e., Illustrator, InDesign) is preferred.
- Ability to gather, organize, compile and summarize data.
- Ability to prepare clear and concise reports.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to work both indoors at a desk for a prolonged period of time and outdoors in likely hot weather.
- Perform related duties as assigned.

Qualifications

Education:

Course work in progress leading to an undergraduate or graduate degree or recent completion of an undergraduate or graduate degree.

Experience:

Some general business or office experience is desirable. One year of research, administrative support, analytical, and/or technical experience in the assigned area is also desirable.

Licenses and Certificates:

Possession of a valid Class C North Carolina Driver's License with a with a satisfactory driving record is required.

Physical Demands and Working Environment

While performing the duties of this job, the incumbent is regularly required to sit, use the computer keyboard and mouse; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; stand, walk, and stoop, or crouch. Occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Requires the ability to work in an office environment where the noise level is usually moderate. The incumbent may occasionally be required to use a vehicle to conduct work.