

Data Collection Intern

Description of Position

Strafford Regional Planning Commission seeks a temporary Data Collection Intern to support transportation planning activities. This position provides an opportunity to work with a collaborative team focused on using technology and data to inform regional and statewide decision-makers. The successful candidate will assist SRPC's Planning Technician and Senior Transportation Planner with data collection and analysis.

Overall, Commission employees are hardworking, motivated individuals dedicated to providing the highest quality of public service in a friendly, progressive environment. The right individual will have a positive attitude about working for the Commission and representing the Strafford region of coastal New Hampshire. For more information about the Commission, visit www.strafford.org.

Responsibilities

This position will be primarily tasked with collecting transportation- and traffic-related data in the field and assisting with management of our transportation data collection program. The intern will:

- Assist the Data Team with
 - collecting traffic field data throughout the region, including traffic counts;
 - conduct turning movement counts to support intersection analyses;
 - data Quality Assurance/Quality Control;
 - maintaining data collection records in both digital and hard copy forms; and
 - equipment inventories, maintenance, and supply orders.
- Assist the Regional Transportation Planner with updating transportation planning documents.
- Assist in the preparation of transportation planning reports, protocols, and other documentation.

Candidate Qualifications

Applicants must, at a minimum, be enrolled in a bachelor's degree program studying planning, transportation data management, GIS, environmental science, or other related fields.

The ideal candidate will have the following skills:

- Working knowledge of Microsoft Office software applications.
- Ability to meet variable deadlines and handle reprioritized tasks on occasionally short notice.
- Team orientation and personal accountability.

While not required, the following skill sets are a plus:

- Experience with field data collection, especially collection of transportation data such as traffic counts, bicycle/pedestrian traffic counts, and culvert assessments.
- Experience using ESRI GIS software in a Windows environment.



Special requirements for this position include:

- A valid driver's license and reliable transportation is required; this position will include significant travel for fieldwork.
- Data collection work involves working outside, often in variable weather conditions, and requires the ability to lift at least 30 pounds.

The rate of pay is \$17 per hour. This position is part time and will run through early October, and/or until the field data collection is completed. Up to 2 candidates will be selected to staff the following core hours:

- Mondays: 8:30 – 5 PM (need to be available the full day to set traffic counters)
- Tuesdays – Thursdays: approximately 8-10 AM and 4-6 PM (will be a 3-4-hour shifts with core AM and PM peak traffic hours to conduct turning movement counts.
- Wednesdays: 2-3 hours, anytime during business hours to check the traffic counters
- Fridays: 4-6 hours (need to be available for a consecutive block of time to pick up traffic counters)

Application Submission

Please reply with a cover letter, resume, three professional references, and one work sample. Submit materials to apply@strafford.org using the subject line "**Data Collection Intern.**" Position is open until filled.

Additional Information

Strafford Regional Planning Commission is an Equal Opportunity/affirmation Action Employer. All qualified applicants will receive consideration without regard to race, color, religion, creed, age, sex, sexual orientation, and nation of origin. The Commission encourages minorities, women, and socially and economically disadvantaged applicants to apply.