NYMTC Student Assistant Summer Internship

Location: New York Metropolitan Transportation Council (NYMTC)
25 Beaver Street, New York, NY 10004

Division/Unit: Data Unit; Supervisor: Leokadia Glogowski
Web Site: https://www.nymtc.org/

Minimum Qualifications:

Must have completed at least 12 credit hours of college study and be currently enrolled in an accredited degree program.

Duties:

NYMTC collects and analyzes data which are used in publications and reports that focus on improving the region’s transportation infrastructure and identifying the future needs of the New York metropolitan area. Various publications produced by NYMTC provide stakeholders with critical data related to mobility, infrastructure, financing, safety, and other essential planning topics. Reports, tables, and figures help identify needs and trends, and provide NYMTC with the tools to educate and inform the public on the needs of the region.

NYMTC seeks a Student Assistant to assist with data monitoring activities such as collecting, assembling and analyzing various transportation and transportation-related data; assist with the maintenance and update of databases generated by these activities; assist with compiling and analyzing data for various reports; and preparing reports for publication using Excel and InDesign.

Specifically, under the supervision of a Senior Transportation Analyst, the Student Assistant would assist with compiling and analyzing data for the 2017/18 Regional Transportation Statistical Report (RTSR), an annual report that covers data spanning a 10-year period with statistical information related to the regional goals for Mobility, Infrastructure, Financing, Safety, and Airport Access. The Student Assistant would also utilize a database and help assemble the annual 2019 Hub Bound Travel Data report, which presents a detailed analysis of travel to and from the Manhattan Central Business District (CBD) both by person and by vehicle. Additionally, the Student Assistant may analyze the latest journey to work American Community Survey (ACS) data from the Census Bureau to create County-to-County flow by various modes of transportation and other analysis, and respond to internal and external requests for data as needed.

Skills:

Data collection, research and analysis.
Excellent organizational skills, attention to detail, and ability to maintain accurate records.
Strong interpersonal, written, and oral communication skills.
Proficiency with word processing, spreadsheets, and data manipulation.
Logical/critical thinking skills.
Quantitative analytical skills.

Internship Areas: Planning/Analysis/Research, Regional Planning, Transportation, Data Science

To Apply:

Qualified candidates should submit a letter of interest, current resume and unofficial transcript no later than March 18, 2020 to:

New York Metropolitan Transportation Council
Chris Rodrigues-Moore
25 Beaver Street – Suite 201
New York, NY 10004
Chris.rodrigues-moore@dot.ny.gov
Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Governor’s Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.