

# Graduate OR Undergraduate Student Assistant - Transportation Planner (Two positions/Los Angeles)

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## Job Details

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### Job Information

<b>Job Title</b>	Graduate OR Undergraduate Student Assistant - Transportation Planner (Two positions/Los Angeles)
<b>Student Classification</b>	Student Assistant or Graduate Assistant
<b>Job Code</b>	CT30118
<b>Posting Type</b>	Student/nonbenefited (NSTU)
<b>Posting Number</b>	PE059F21
<b>Job Description Summary</b>	<p>The California Department of Transportation (Caltrans) is seeking to hire two (2) Graduate/Student Assistants under close supervision by the Office Chief of Regional Planning, Complete Streets and Climate Change. In a learning capacity the student assistants will assist Planning Units in a wide array of duties to help further the Division's mission and goals. This position provides the student assistants with an opportunity to gain in-depth knowledge and experience involving Smart Mobility (Active Transportation, Complete Streets, Sustainability, Livability); Local Development-Intergovernmental Reviews of CEQA (California Environmental Quality Act); Regional and State Transportation Planning; Caltrans Sustainable Transportation Funding Program, and/or Multimodal Corridor Plans.</p>
<b>Conditions of Employment</b>	<p>This is a part-time, temporary, non-benefited, student position. Employment in all positions with University Enterprises, Inc. is dependent upon the mutual consent of University Enterprises, Inc. and the employee. This means that either University Enterprises, Inc. or the employee can, at any time, terminate the employment relationship at will, with or without cause.</p> <p>Depending on the type of position you are applying for, a pre-employment background check consisting of one or more of the following may be conducted, employment history, professional references, criminal check, educational verification (i.e., degree, license, or official transcript) and physical exam and drug urinalysis test. Applicants will be required to pass required pre-employment checks to the satisfaction of University Enterprises Inc., (UEI) and the hiring Agency or Department.</p>
<b>Work Schedule</b>	Flexible. Monday through Friday between 8:00 am and 5:00 pm. Final schedule will be determined between student and supervisor.
<b>Additional Work Schedule</b>	Student Assistant and Graduate Assistant employees generally work up to 20 hours per work week (Sunday – Saturday) during the academic year and up to 40 hours per work week during breaks; Winter, Spring & Summer.
<b>Area</b>	Los Angeles
<b>On/Off Sacramento State Campus</b>	Off Campus
<b>Worksite City</b>	Los Angeles
<b>Pay Range</b>	\$15.00 - \$27.53 per hour

<b>Department/Agency</b>	California Department of Transportation (CALTRANS)
<b>Unit/Division</b>	Planning Division
<b>Project Description</b>	Caltrans manages more than 50,000 miles of California's highway and freeway lanes, provides inter-city rail services, permits public-use airports and special-use hospital heliports, and works with local agencies. Its mission is to provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability. District 7 (Los Angeles and Ventura Counties) owns and operates 1,188 miles of state and interstate highways, which transect over 100 local jurisdictions and the District lies within the Southern California Association of Governments (SCAG) area, the nation's largest metropolitan planning organization. Students will be working in District 7's Planning Division, which includes Regional and Multi-modal System Planning Offices involving Multi-modal Corridor Planning, State and Regional Planning, Smart Mobility (Active Transportation, Complete Streets, Livable Communities), Climate Change, Sustainability, and Travel Forecasting. To learn more visit <a href="http://www.dot.ca.gov">www.dot.ca.gov</a> .
<b>Majors/Fields of Study</b>	Geography, Economics, Public Policy and Administration, Sociology , Urban Land Development, Environmental Science, Political Science, Other - Transportation Planning, Urban Planning or City and Regional Planning
<b>Minimum Qualifications</b>	<ul style="list-style-type: none"> <li>• Capability to utilize a diverse array of research techniques and methodologies.</li> <li>• Experience with Microsoft Word, Excel, Power Point, and database management.</li> <li>• Attention to detail.</li> <li>• Knowledge of Geographic Information Systems.</li> <li>• Must maintain a minimum cumulative 2.0 GPA.</li> </ul>
<b>Prerequisites</b>	Must be a college student attending classes during the regular term (Fall, Spring and Winter, if applicable), at one of the accredited colleges or universities on our affiliation list.  To view our current affiliation list please paste the following URL into your browser: <a href="http://www.calinterns.org/wp-content/uploads/Affiliation_List.pdf">http://www.calinterns.org/wp-content/uploads/Affiliation_List.pdf</a>
<b>Position Description</b>	Students must be enrolled at a minimum in; six semester units or nine quarter units for undergraduate students; four semester units or six quarter units for graduate students.  Students declared major must match the major(s) listed in the job posting.
<b>Preferred Qualifications</b>	
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• In a learning capacity, the student assistants will assist in researching, verifying, and compiling of Geographical System Information (GIS) datasets and databases for planning related documents and web applications, as well as analyzing Spatial Datasets for planning and corridor management not limited to Active Transportation, Complete Streets, Climate Change, Sustainability, Land Uses, and Travel Forecasting.</li> <li>• Assist in the preparation of planning documents, letters, memos, spread sheets, and power point slides on a variety of topics.</li> <li>• Assist in organizing logistics of training, meetings, and workshops.</li> <li>• Attends and participates in internal and external project and program meetings.</li> <li>• Assist in conducting field reviews and collects field data.</li> </ul>
<b>Physical Requirements</b>	Sit for extended periods; frequently stand and walk; manual dexterity and hand-eye coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer workstations, telephones, calculators, copiers, printers, scanners, and fax machines, with or without a reasonable accommodation.

<b>Working Conditions</b>	Work is performed in an office environment.
<b>Hours Per Week</b>	Students (part-time) 0-20 hours per week during the academic year, up to 40 hours per week during breaks; (Winter, Spring and Summer). (NSTU)
<b>Posting Date</b>	03/26/2021
<b>Closing Date</b>	05/11/2021
<b>Open Until Filled</b>	No
<b>Special Instructions to Applicant</b>	Please complete all fields of the employment application. Include your educational history in the "Educational Experience" section and any employment history in the "Employment Experience" section of our application.
<b>Quick Link for Internal Postings</b>	<a href="https://ueijobs.peopleadmin.com/postings/17861">https://ueijobs.peopleadmin.com/postings/17861</a>

## Applicant Documents

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### Required Documents

1. Resume
2. Transcripts (Unofficial transcripts gladly accepted)

### Optional Documents

1. Cover Letter

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## Supplemental Questions

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Required fields are indicated with an asterisk (\*).

1. \* How did you hear about this position?
  - UEIJobs Website
  - Interest Card Emails
  - Twitter
  - Indeed
  - Career Fair
  - Campus Career Center
  - LinkedIn
  - Personal Referral
  - Sacramento Bee
  - Careerbuilder
  - Internal Job Posting
  - The WELL hiring expo
  - Other
2. If other, please specify.  
(Open Ended Question)
3. \* Are you a college student attending classes during the regular term (Fall, Spring and Winter, if applicable), at an accredited college or university and enrolled in at least 6 semester or 9 quarter units as an undergraduate or 4 semester or 6 quarter units as a graduate student?
  - Yes
  - No
4. \* Is your major/field of study one of the following: Geography, Economics, Public Policy and Administration, Sociology, Urban Land Development, Environmental Science, Political Science, Transportation Planning, Urban Planning or City and Regional Planning?
  - Yes
  - No
5. \* Are you familiar with Microsoft Word, Excel, PowerPoint and database management?

- Yes
- No

6. \* Is your cumulative GPA 2.0 or above?

- Yes
- No

7. \* The position is located in Los Angeles Ca. Are you able to accept and maintain a part-time work schedule in Los Angeles?

- Yes
- No

8. \* Do you have knowledge of Geographic Information Systems (GIS)?

- Yes
- No

9. \* Do you have any relatives currently working for Caltrans? If so, please list.

(Open Ended Question)