

Transportation Resource Associates, Inc.

Intern/Co-Op • Fall 2016



About TRA

Transportation Resource Associates, Inc. provides management and technical consulting services to the transportation industry, especially in public transit operations, safety, security, and maintenance. TRA's work includes safety program development, federal and state regulatory compliance assessments, and transportation agency systems analyses. TRA provides its clients with detailed written findings and recommendations through detailed reports, data, and qualitative analyses. For more information on TRA, the employees, and projects, please visit <http://www.traonline.com/>.

Paid Internship/Co-Op Position Description

Interns assist TRA consultants at various levels on projects related to transit, transportation, and infrastructure. Responsibilities are highly varied, including report and proposal writing; document editing and production; presentation development; database development and analysis; and some field work related to operations and safety. Interns may work with clients in both public and private sectors, as well as with a tight-knit, fast-moving, and diverse group of coworkers. Interns are assigned one "capstone" project to concentrate on and be responsible for, as well as multiple ongoing projects, with numerous coworkers to maximize exposure to the field. Depending on the intern's school requirements, additional project work and deliverables may be incorporated into the position responsibilities.

Intern Qualifications

Internships are available for Bachelor and Master Degree candidates. Candidates must have experience, coursework, and/or strong interest in transportation operations, planning, maintenance, safety, security, or emergency preparedness. Interns typically have educational backgrounds in engineering, city planning, urban studies, or related fields; however, candidates with any academic background and an interest in the firm's core areas of business are encouraged to apply. Candidates must have excellent verbal and written communications skills, and a strong capacity to analyze, understand, and incorporate technical information. Candidates must also be able to think creatively about data and presenting it as useful and engaging information, both for external client reports and for internal TRA use. Interns must be proficient in use of Microsoft Windows, and must be completely fluent in MS Office programs, especially Word, Excel, and PowerPoint. Database experience is a plus.

Tell us why you are the right person for TRA's Intern position. Qualifications and a cover letter expressing interest should be sent to internpositions@traonline.com by August 12, 2016.