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Jim D. Hansen, Vice-President
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Student Intern – Planning and Programming

Gain valuable experience while going to school!

Ada County Highway District (ACHD) in the Boise, Idaho area is accepting applications for a **Student Intern** in our Planning and Programming Department. This is a paid internship with a wage of \$16.00 per hour. This position will remain open until filled.

The Student Intern position is available to full-time students only. The work hours are flexible and are scheduled around each student's classes and school responsibilities. Student Interns may work a maximum of 24 hours per week during the school year, and 40 hours per week during the summer and other school breaks.

Primary Responsibilities:

- The Student Intern in the Planning Department will assist with data collection and analysis tasks associated with the development of concept designs, development of bike and pedestrian plans, project evaluation, pavement management, project scoping, Americans with Disabilities Act (ADA) reporting, and other projects as needed. Example projects include bikeway concepts, neighborhood plans and concept studies for traffic calming.

Qualifications:

- The successful candidate should be organized, detail oriented, have excellent communication skills, and excellent writing skills appropriate for business correspondence.
- Must be able to meet strict deadlines and to work effectively both independently and in a team setting.
- Requires proficiency with Microsoft Office; Geographic Information System (GIS) or mapping experience is helpful.
- Must have a valid Driver's License and be 18 years or older.
- Students majoring in Planning, Urban Studies, Geography, Environmental Studies, Engineering, Construction Management, Business, or Political Science are preferred.

Application Process: To apply, a completed [Seasonal/Temporary Position Interest Form](#) is required, which must be submitted to ACHD's Human Resources for the selection process. Seasonal/Temporary Interest Forms are available at 3775 Adams St., Garden City, ID, or at www.achdidaho.org from the link at the bottom of the job announcement.

Please list your major, year in school, and any applicable classes you have taken. You are welcome to include your resume and cover letter with your completed Interest Form.

An AA/EEO/ADA Employer
Preference may be given to veterans who qualify under state and federal laws and regulations