

## Graduate Intern – External Relations Transportation

Apply online at: <https://aa243.taleo.net/careersection/jobdetail.ftl?job=001286&lang=en>

*Applications will be reviewed regularly, and interviews may be conducted while accepting applications.*

### **Some of what you'll be doing:**

This internship will allow you, a graduate student in Transportation (from viewpoint of urban planning, public policy, sustainability, freight and goods movement, aviation access, industrial/maritime real estate or engineering), new opportunities to develop analyses, conceptualize solutions, frame strategic planning, and advocate for Port business interests. You will work with port staff, partner agencies and/or community stakeholders. This is a part-time school year internship opportunity expected to last five months.

At the Port, the Regional Transportation Strategy supports access to port terminals for cargo (trucks and rail) and passengers (aviation and cruise), freight mobility, and overall transportation system resiliency. It blends strategic, policy and technical factors to work with partner transportation agencies to ensure awareness of Port needs and goals. Regional Transportation program encompasses three major focus areas: external relations, strategic planning and policy, and transportation project management. The Regional Transportation graduate intern's projects will be tailored to the successful candidate depending on knowledge, skills, abilities and interests. Tasks may include:

- Assist in the development, review and commenting of partner projects, planning documents or environmental reviews
- Lead and develop one or more projects internal to the Port or research an emerging issue for the port transportation strategy
- Work with Senior Manager to update strategic framework and 2023 work plan for internal Port team, integrating inputs from across the port (aviation, maritime, economic development)
- Propose, then implement, approved recommendations to improve the regional transportation website

### **Who you are:**

- **A student** – You must be currently enrolled in a graduate degree program or a recent graduate (< 1 year ago) in a degree program such as logistics, public policy, planning, engineering, or related field.

- **Committed to Equity** - You will apply equity and exemplify shared values, behaviors, and practices in all aspects of the work. At the Port of Seattle, equity is a daily responsibility and a foundational expectation for all Port employees.
- **Use of technology** - You have knowledge on Microsoft Office products. GIS, Tableau, or transportation modeling is a bonus.
- **Communication** - You have good written and verbal communication and interpersonal skills in order to communicate in writing and in-person with varying Port employees and customers.
- **Data analysis:** You can demonstrate your ability to analyze complex data sets and interpret results.
- **Recommendations** – You can weigh policy considerations when evaluating alternatives to provide comprehensive recommendations to decision makers.
- **Planning/Policy analyses** - You will synthesize information to effectively document planning analyses through technical report writing and to provide timely, accurate information with clear recommendations to decision makers
- **Organized and proactive** – You have a track record of successfully meeting tight deadlines in a fast-paced working environment. You can balance and prioritize multiple, simultaneous projects with little supervision.
- **Customer Service** - You have interpersonal and problem-solving skills, including the ability to resolve both technical and personnel issues, along with demonstrated flexibility and adaptability.
- **Trustworthy** - You're able to work collaboratively with local and regional agencies, tenants, contractors and employees.

#### **What else you'll need to know:**

- **Work Schedule** – This is a part-time position (15-20 hours per week) during the school year. Those hours will be scheduled Monday – Friday, between the hours of 8:00 a.m. to 5:00 p.m. Your hours will be determined in negotiation with the manager.
- **Work Environment** – You will primarily work in an office environment at Pier 69. Some remote work may be available with manager approval.
- **Limited Duration** – This is a limited duration position and is expected to last no longer than five months.
- **Safety Requirements** – You will be required to comply with all work rules, safety, and Personal Protective Equipment (PPE) requirements.
- **Washington State Residency Requirement** – Employees must establish a residence in Washington state within 30 days of their first day of employment and must maintain a residence in Washington State during their employment with the Port of Seattle. If a position is eligible to telework, work performed while teleworking must be performed in Washington State.
- **COVID-19 Vaccination Requirement** – Effective, November 15, 2021, the Port of Seattle will require that at the time of hire, and as a condition of employment, the successful candidate will be able to provide proof of their full COVID-19 vaccination

status, as part of the hiring process. This is a condition of employment for all positions at the Port of Seattle. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Prior to employment, candidates may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

### **Why you'll love it here:**

- **Getting to Work** – Fully subsidized parking and a low-cost public transit card to get you here. A valid Washington State Driver's License, or the ability to obtain one, is required.
- **Diversity** – We foster opportunities for employees to contribute to our communities and business success in a way that celebrates a fully inclusive and engaged work environment.
- **Work-Life Balance** – We provide the resources to help you create habits to be healthy and balanced.
- **Mission Driven** – We are focused together in promoting economic opportunities and quality of life in the region by advancing trade, travel, commerce and job creation in an equitable, accountable and environmentally responsible manner.

### **Why the Port of Seattle:**

Every role at the Port of Seattle is vital to our thriving community. We are a leader in moving people and cargo across the country and around the world. With facilities and property ranging in scope from a half-acre park to one of the largest airports and container terminals on the West Coast, we maximize the public assets in our portfolio with an eye toward best uses and environmental sustainability. Find out more [here](#).

Our vision is to create a Port that mirrors – throughout its breadth of operations and services and within its leadership – the diversity of our communities, instill principles of equity into its culture, and ensures a fair and intentional distribution of opportunities to expand economic develop and quality of life for all in our region. Find out more about how [our values](#) RAISE us up and our [commitment to equity](#).