



AC TRANSIT
invites applications for the position of:

Intern (Compliance & Diversity)

SALARY: \$16.00 - \$18.00 Hourly

OPENING DATE: 04/17/18

CLOSING DATE: Continuous

SUMMARY:

AC Transit's Compliance & Diversity group has an immediate opening for a paid college intern at the graduate level. This internship provides an excellent opportunity for a student with significant coursework or experience in civil rights compliance, transportation equity, public policy or administration, diversity/inclusion in education, adult learning, ethnic studies, city planning, geography, legal studies, or a related discipline. This position is open to graduate students who are currently enrolled, or will be enrolled in the fall 2018 semester, at a Bay Area graduate school. The internship is full time, up to 40 hours per week, during the summer, with the possibility of continuing in a part time position, roughly 20 hours per week, during the regular semester. The intern will work during the regular business week at the District's downtown Oakland office. Interns receive free transportation on the AC Transit system.

REPRESENTATIVE FUNCTIONS:

- Assist with developing training materials and delivering training to employees about civil rights compliance
- Conduct and synthesize research related to equity in public transit
- Assist with public and community engagement, including drafting materials for stakeholders
- Assist with general tasks, which may include designing or conducting surveys; creating graphics and maps; and writing and reviewing memos
- Carry out data analysis, including acquisition and use of U.S. Census and other types/sources of data
- Mapping and spatial analysis
- Other projects essential to the Civil Rights compliance activities of the transit agency

MINIMUM QUALIFICATIONS:

Education: You must be currently enrolled as a graduate student in an applicable field of study at an accredited and recognized college that offers master's degree programs. Applicable fields of study include civil rights compliance, transportation equity, public policy or administration, diversity/inclusion and education, adult learning, ethnic studies, city planning, geography, and legal studies; other fields of study will be considered. Proof of current enrollment is required.

Experience: Proficiency in Microsoft Suite (Word, Excel, PowerPoint). Experience with creation and/or delivery of training/presentations. Understanding of acquisition and use of data. Previous professional work experience is not required.

ADDITIONAL INFORMATION:

Desired Qualifications: Basic proficiency with ArcGIS, cartographic, and/or graphic design software. Proficiency in a non-English language such as Spanish, Mandarin, Cantonese, Tagalog, Vietnamese, or Korean.

Physical Requirements: Must maintain the physical condition necessary to perform tasks in an office setting operating a personal computer, keyboards and other peripheral equipment. Must be able to lift boxes weighing up to 25 lbs.

Undergraduates are paid \$16 - \$17 per hour and Graduate students are paid \$18 per hour.

Instruction/Selection Process: Interested applicants should submit a resume and cover letter along with completing an online application through the AC Transit website at www.actransit.org.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.actransit.org>

Position #18-00016
INTERN (COMPLIANCE & DIVERSITY)
MC

1600 Franklin Street
Oakland, CA 94612
510-891-4783

employment@actransit.org

Intern (Compliance & Diversity) Supplemental Questionnaire

- * 1. Are you a current student in a graduate program in the Bay Area?
☐ Yes ☐ No
- * 2. If you move forward in this process, will you be able to provide proof of current enrollment in your college or university?
☐ Yes ☐ No
- * 3. Can you commit to 30-40 hours per week during the summer?
☐ Yes ☐ No
- * 4. What is your expected date of graduation?
- * 5. Please briefly describe your interest in this position.
- * 6. Please describe your experience working on public transit, diversity and inclusion, or equity-focused projects. Describe your role, including any technical writing or analysis, design, preparation of graphics (maps or illustrations), and/or public engagement.
- * Required Question