# NOACA Job Description

**Position:**
College Intern/Co-op

**Division:**
Planning

**Title:**
Civil Engineering or Transportation Planning Intern/Co-op

**Salary Range:**
$12.25 to $14.75; commensurate with field of study and class standing

---

## Job Description:

This position involves learning and applying basic planning and engineering skills to assigned tasks, under close supervision in an office environment. The College Intern/Co-op is a temporary. The College Intern/Co-op is responsible for learning and applying the skills needed to perform assigned tasks and assisting other staff members with assigned tasks. The College Intern/Co-op may work on transportation and/or environmental planning efforts, as assigned at the time of hire, in furtherance of the mission of the Northeast Ohio Areawide Coordinating Agency (NOACA) as a metropolitan planning organization (MPO) and areawide water quality management agency. Engineering interns/Co-ops will work under direct supervision of a licensed professional engineer.

## Duties and Responsibilities:

The duties and requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform this job. To be considered for this position, an individual must be able to perform each duty in a satisfactory manner. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

### Technical:
- Performs research, planning, engineering, evaluation, and report-writing as directed on one or more assigned tasks.

### Specific:
- Possesses a basic knowledge of transportation, and/or highway safety, and/or air quality and/or water quality issues.
- Is familiar with the use of relevant software programs.
- Develops more advanced capabilities to research, plan, design, evaluate, and report.

### General:
- Assists in collecting/anlayzing/inputting data.
- Assists in preparation of reports/documents/records.
- Attends work-related meetings inside and outside of the agency offices, as directed.
- Engages in minimal travel within the state, as directed.
- Works under supervision alone or in groups on assigned tasks.
- Works on special projects as required.
- Performs other duties deemed appropriate.

---

## Credentials and Experience:
- Minimum sophomore status towards Bachelor's Degree in Planning, Engineering, Science, or other appropriate field.
- Must be legally able to work in the United States

---

## Knowledge, Skills and Abilities:
- Familiarity with Microsoft Office software
- Written and verbal communication skills
- Planning and organizational skills
- Aptitude for technical or computer based applications
- Willing to take initiative to learn new things

---

*Minimum Requirements*