



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 2-2010

Department	<u>Planning and Development (DPD)</u>	Number of Positions	<u>1</u>	Wage	<u>\$18.21</u>	
Job Title	<u>Planning Intern (W. Seattle Junction)</u>	Location	<u>19th Floor of Municipal Tower, 700 5th Ave., Seattle</u>			
Start Date	<u>2/10</u>	End Date	<u>6/10</u>	Work Scheduled Between	<u>8:00</u> AM <u>6:00</u> PM	
Minimum	<u>10</u> Hours/Week	and Maximum	<u>19</u> Hours/Week	Summer Schedule	<u>NA</u> Hours/Week	
Special Work Scheduling Requirements _____						

SUMMARY OF WORK TO BE PERFORMED: This work study intern position will be with the City Planning Division in the City of Seattle's Department of Planning and Development (DPD). It is an opportunity for a graduate student to work with senior planners and urban designers to apply his/her planning skills on a project that will influence policy and future development. The work study intern will assist planning staff in producing urban design, land use and transportation elements for a neighborhood design and development study for a part of the West Seattle Junction hub urban village. Responsibilities include a variety of tasks supporting planning staff as well as leading discrete projects.

DUTIES STATEMENT:

20	1)	Analyzing and interpreting existing and proposed plans, surveys, public comments and other data.
20	2)	Assisting with planning and coordination for public meetings, planning workshops and other events (including post-event documentation).
20	3)	Developing graphics for planning and urban design concepts, studies, scenarios and recommendations.
20	4)	Communicating planning concepts and recommendations in a variety of formats (including written reports, graphic displays, and exhibits).
20	5)	General office duties including copying, filing, scheduling and preparing for meetings and miscellaneous errands.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:
Gain experience and apply knowledge in a professional work environment. Refine analytical and organizational skills. Learn about the role of urban planning and design in a municipal government. Develop work that may be included in the student's design/planning portfolio.

MINIMUM QUALIFICATIONS:
Candidates must be eligible for work study financial assistance and enrolled in a graduate level program in urban planning/design or landscape architecture. Candidates should demonstrate strong skills in the following areas: strong communication skills (oral & written), graphics, research and analysis, computer skills including proficiency in InDesign, Photoshop, Arcview, Sketch-Up, etc, and organization, leadership and teamwork.

DESIRED QUALIFICATIONS:
The work study intern should be self-motivated and able to work with minimal supervision.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:
The work study employee will be supervised by the project urban designer.

APPLICATION INSTRUCTIONS:
Send the following:
1. A cover letter and resume that speaks to how you meet the qualifications and why you are interested in the position (in your resume please include your expected date of graduation).
2. Your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) and must not be older than 30 days.
Send it to: Andrea Lowe at cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (6-2010), and your e-mail address.
Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university. Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form. We only hire students with WA State work study funding.