Internal/External Job Posting

Requisition ID: 240002M5
Posting Date: March 19, 2024
Closing Date: Open until filled
Official Title: Contracted Student Intern
Functional Title: Sustainable Transportation Co-op Fall 2024
Location: Planning and Enterprise Services – Office of Transportation Planning
10 Park Plaza, Boston, MA
Vacancies: 1
Salary: $20.00 - $25.00 per hour
Shift: Day
Bargaining Unit: Non-bargaining
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator Lucy Bayard – 857-274-1935

About the Sustainable Transportation Team:

This group’s work includes planning activities that support a lower emission, more climate resilient transportation system. The group’s work includes completing a statewide flood risk assessment study that considers the risks to critical MassDOT assets from future flooding and completing a planning study on the impacts of increased teleworking on the transportation system. This group also works with Metropolitan Planning Organizations to incorporate climate change impacts into capital project selection and collaborates closely with other agencies, including the Executive Office of Energy and Environmental Affairs, to support the Commonwealth’s climate change policy agenda. Other work undertaken by the group includes planning for refueling infrastructure to support alternative fuel vehicles and understanding associated impacts on the transportation system, as well as greenhouse gas data collection and reporting.

Position Summary:

The Co-Op will work under supervision of a member of the sustainable transportation team and work on the development and execution of an analysis related to potential demand for alternative fuel infrastructure, particularly electric vehicle (EV) charging, across the Commonwealth of Massachusetts.
This may involve an analysis of location-based trip data, vehicle registration data, and zoning and land use patterns, and other public and MassDOT held data sources. The Co-Op will help to assess how these factors may influence alternative fuel infrastructure siting and opportunities. This may include a focus on understanding medium- and heavy-duty travel patterns and the related implications for decarbonization pathways. There may also be opportunities to work on a range of other related transportation planning related topics.

The Co-Op will help to create a final report that will serve as a knowledge product for MassDOT, potentially informing future policy. The Co-Op may have the opportunity to summarize and present findings from this report to MassDOT staff.

Potential Job Responsibilities:

- Assist with the development and implementation of statewide studies and projects, especially those that support transportation sector decarbonization.
- Supporting and monitoring transportation program planning activities.
- Actively participate in team strategy sessions, internal and external stakeholder meetings, organization events, and other duties as necessary.
- Develop geospatial analysis, data visualization, and transportation analysis skills.

Qualifications and Requirements:

- Strong communication (both verbal and written) and interpersonal skills.
- Ability to work in a fast paced, deadline-oriented environment, with multiple competing priorities/projects.
- Strong project management skills.
- Ability to work effectively in a small and collaborative team environment.
- Solution-oriented attitude, with excellent time management and organizational skills; strong attention to detail.
- Proficiency with Microsoft Office applications, especially Microsoft Excel.
- Experience with ArcGIS software, QGIS, or other GIS software programs a plus.
- Experience in communications and/or graphic design a plus.
- Experience and interest in transit, transportation, decarbonization, and/or land use planning a plus.

About MassDOT:

The 4,000+ employees of Massachusetts Department of Transportation (MassDOT) takes great pride in connecting the Commonwealth’s residents and communities. MassDOT is responsible for developing, implementing, and coordinating transportation policies and projects for the Commonwealth of Massachusetts and to efficiently plan, design, construct, and maintain a safe statewide transportation system which effectively meets the transportation needs of the Commonwealth. Information about MassDOT’s inclusive culture and career opportunities can be found at mass.gov/massdot-careers.
MassDOT’s divisions include: Highway, Registry of Motor Vehicles, Aeronautics, and Rail & Transit. Headquarters (Planning & Enterprise Services) provides business and administrative support and policy leadership for each of the four (4) divisions.

Minimum Entrance Requirements:

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

All job applications must be submitted online through MassCareers to be considered.

Please provide a complete, accurate and current resume / application for MassDOT to review in order to determine if your submitted materials meet the minimum entrance requirements for the position.

Current MassDOT employees should use their internal MassCareers account to apply.

- For questions regarding the job posting, please email the MassDOT Talent Acquisition Team at talentacquisition@dot.state.ma.us.

- For general questions regarding MassDOT, call the Human Resources Service Center at 857-368-4722.

- For a disability-related reasonable accommodation or alternative application method, call ADA Coordinator, Lucy Bayard, at 857-274-1935.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don’t meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.