

## Student Qualifications

Applicants must:

- live and go to school in the county the student is applying for;
- have completed the 10th, 11th or 12th grade by the summer (graduating seniors are eligible to apply);
- be at least 16 years of age by the date of hire;
- be able to attend the Intern Orientation in San Francisco;
- be available for the entire duration of the 8-10 week program; and
- be able to participate in an in-person or telephone interview

**Note:** A work permit will be required IF you are offered an internship, are under 18 years of age AND you will not be graduating prior to the start of the program.

## Application Process

To apply, go online to [jobs.mtc.ca.gov/internships](http://jobs.mtc.ca.gov/internships)  
Be sure to have the following ready when you apply:

- 1 Answer to the Supplemental Question: Describe a transportation problem in your community and explain what you think could be done to help resolve the problem.
- 2 Contact information for two references including name, title and email address of each reference.
- 3 Electronic copy of your most recent unofficial high school transcripts.

After an initial screening process, the best-qualified candidates will be notified as to which one of our transportation agency partners they have been selected to interview with.

Interviews will be conducted either in person or by telephone by the partner agency.

## For More Information

Visit [jobs.mtc.ca.gov/internships/high-school-internship-program](http://jobs.mtc.ca.gov/internships/high-school-internship-program) or contact MTC's Intern Coordinator at 415.778-5207 or email [InternCoordinator@bayareametro.gov](mailto:InternCoordinator@bayareametro.gov).

## About MTC

Created by the state Legislature in 1970, the Metropolitan Transportation Commission is the transportation planning, coordinating and financing agency for the nine-county San Francisco Bay Area. A 21-member policy board not only directs MTC, but also, since 1998, the Bay Area Toll Authority (BATA) and, since 1988, the region's Service Authority for Freeways and Expressways (SAFE). MTC has sponsored a high school internship program since 2000.



METROPOLITAN  
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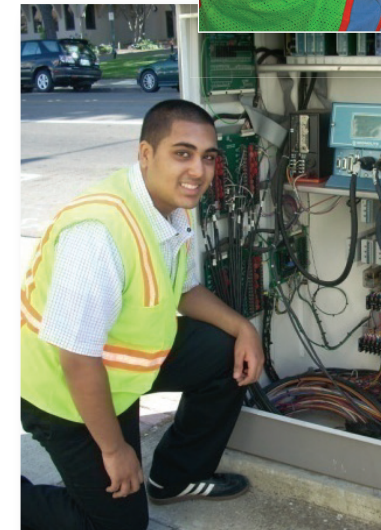
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## Metropolitan Transportation Commission



## High School Internship Program



# GAIN EXPOSURE

## CAREERS IN TRANSPORTATION

The Metropolitan Transportation Commission's **HIGH SCHOOL SUMMER INTERNSHIP PROGRAM** provides students with exposure to career opportunities in the field of transportation by placing them with local public transit agencies in departments such as planning and public works; helps students understand the role of transportation agencies in the community, county and region; and offers professional skill-building opportunities and enrichment activities during all phases of the program while providing assistance to our partner transportation agencies.

Students of all abilities are strongly encouraged to apply. Minority and female applicants are highly desired.

### About the Internship

Approximately 30 summer internships are available throughout the nine counties of the San Francisco Bay Area: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.

There are various internship locations within each county and students will be considered for locations based upon the city that they live in. Internship activities vary depending on the needs of our partner agencies and the skill set and interests of the interns.

For more information about the program or to apply on-line, visit MTC's website at:

[jobs.mtc.ca.gov/internships/high-school-internship-program](http://jobs.mtc.ca.gov/internships/high-school-internship-program)

Interns are paid a competitive hourly wage and work Monday through Friday, generally between the hours of 8 am to 5 pm (there may be some exceptions), up to



40 hours per week. Interns may work full-time or part-time between the months of June and August.

### The Internship Experience

The summer starts with an orientation where guidelines, expectations and administrative paperwork are addressed and interns and mentors participate in team-building activities.

During the internship, interns will work on projects and tasks that the partner agency has assigned, partake in enrichment activities, and meet talented professionals who have a wealth of experience and knowledge that interns can tap into. There may also be opportunities to attend transportation-related educational excursions that give behind-the-scenes insight.

At the Intern Forum in August, interns will give presentations to MTC staff, fellow interns and mentors that explain the role of their partner agency within their community, and summarizes the projects they have been working on and the skills and knowledge they are gaining.



### Skills Agencies Are Seeking

- Basic math and computer skills (Word and Excel)
- Proficient oral and written communication skills (writing experience such as for a school or club newspaper, website or personal blog will be a plus)
- Customer service skills
- Eagerness to learn something new and challenging
- Willingness to work in an office and/or in the field
- Familiarity with public transportation
- Ability to perform basic office tasks, such as typing, managing data, conducting research and compiling information

### Examples of Typical Assignments

- Perform fieldwork, such as taking project photos, observing bicycle and pedestrian activity, and collecting data
- Create reports/presentations from collected field data
- Construct maps with Computer-Aided Drafting (AutoCAD) software
- Enter data into databases
- Write articles for newsletters/websites and assist with outreach and promotional activities