



## **Railroad Industry Opportunity: College Internship**

### **Description:**

The Northern Indiana Commuter Transportation District (NICTD) owns, operates and maintains the South Shore Line passenger rail service. NICTD is seeking a college student entering their junior or senior year of study to serve as an intern. Reporting to the Chief Operating Officer, the intern shall assist the Chief Operating Officer, the Superintendent of Transportation, and other managers within the Transportation Department with various operational, staffing, and service enhancement projects. This position may also work on other assignments associated with capital improvements on the South Shore Line. Work may be available during the school year on a part time basis during the 2019-2020 school year as well as during the summer of 2019.

### **Duties and Responsibilities:**

- Assess and prepare reports on running times, station dwell times, and other operating data as compared to the published timetable. Assess and prepare reports on the underlying reasons for timetable variance.
- Gather data and prepare analysis on various other operational and system topics and concerns as directed.
- Perform other duties as assigned including, but not limited to, assistance with service recovery, marketing initiatives, customer service, and such other projects as directed.

### **Qualifications:**

Applicants must meet the following education/experience requirements:

- (1) Currently enrolled as a full time student pursuing a bachelor's degree, entering their junior, senior, or graduate year(s) of studies. Engineering skills or interest in longer term

employment within the field of transportation, public utilities, or other relevant fields is preferred but not required.

- (2) GPA of 2.8 or better or enrollment in an honors' program.
- (3) Participation in relevant extra-curricular activities is preferred but not required.
- (4) Demonstrated ability to identify problems as well as develop and implement solutions.
- (5) Self-starter with the ability to timely address multiple priorities and deadlines.
- (6) Demonstrated proficiency in knowledge and application of Microsoft Windows and Office Suite – especially Microsoft Word, Excel, and Powerpoint.
- (7) Willingness to learn, able to work under occasionally highly stressful or uncertain conditions, excellent verbal and written communication skills, valid driver's license, no recent drug, alcohol, or felony convictions.
- (8) Must be able to fulfill the essential functions of the position, with or without reasonable accommodations. This is an indoor/outdoor position where the employee frequently must be able to work in the type of environmental and climate conditions typical to northwest Indiana.
- (9) Must read, write, and communicate clearly and fluently in English.
- (10) Must be flexible about unexpected changes in work assignments or priorities.
- (11) Must have reliable transportation to and from Michigan City, Indiana.
- (12) Must be a U.S. citizen; preferably with a long term interest in working in Northwest Indiana.

**Position Schedule:** The anticipated normal work hours are thirty (30) hours per week or less during the daytime, Monday through Friday. Evening and weekend work may be necessary based on project and operational needs.

**Additional Requirements:**

- (1) Must pass all required assessments
- (2) Must pass a background screening
- (3) May require a post-offer medical examination, including drug and physical capabilities test

(4) Must possess a valid driver's license and have a safe driving record.

**Salary and Benefits:** Salary is \$17.00/Hour. Hours are limited to no more than thirty (30) hours per week. An identification card will allow the intern free travel on District trains during the time of the internship. Personal protective gear will be supplied if needed. No other benefits are provided.

**Code of Conduct Statement:** NICTD is committed to maintaining the highest standard of conduct for providing a safe source of public transportation. NICTD job positions are challenging and rewarding. Competitive pay and benefits are provided in a high performance culture that recognizes and values your contributions and helps you reach your career goals.

**How to Apply:** Deliver, mail, fax, or e-mail a resume outlining training, experience and work history, to NICTD's Director of Human Resources & Labor Relations at the address below. A cover letter explaining why you are interested in this opportunity is encouraged; but not required. This is a rolling application process. NICTD accepts no responsibility for misdirected, lost, or misaddressed resumes. Apply early for consideration; NICTD reserves the option to close this opportunity at any time. Persons who desire confirmation that a resume has been received may contact Ms. Shelly Winn at (219) 874-4221, ext 253. Candidates will be advised after receipt of their resume whether they are selected for an interview. Contact information for delivering resumes:

Mail or hand delivery:

Director Human Resources & Labor Relations  
Northern Indiana Commuter Transportation District  
Attn: Summer Internship Opportunity  
601 N. Roeske Avenue  
Michigan City, IN 46360-2669

Fax: (219) 872-5841

E-Mail: [bjarne.henderson@nictd.com](mailto:bjarne.henderson@nictd.com)

**NICTD IS AN EQUAL OPPORTUNITY EMPLOYER**