



---

## **Railroad Industry Opportunity: Summer 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 a summer intern. Reporting to the Chief Infrastructure Development Officer, the intern shall assist NICTD with analyzing utility impacts associated with the federal grant process for the NICTD West Lake Project (estimated cost \$600 million) and the Double Track Northwest Indiana Project (estimated cost \$290 million). 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 2017-2018 school year as well as full time during the summer of 2017.

This is a unique opportunity to help shape the future of the South Shore Line and the regional economy for the next 100 years. The successful candidate will learn from and assist a team that is dedicated to successfully completing both major capital projects.

### **Duties and Responsibilities:**

- Review utility permit files and assemble relevant data from files
- Prepare spread sheets using Excel
- Coordinate utility locates with Indiana Underground services
- Cross check utility survey plans against permit files
- Review grant documents for clerical and grammatical errors
- Assist with other duties as required/directed

**Minimum Qualifications:**

- (1) Applicants must meet the following education/experience requirements:
  - (a) Currently enrolled as a full time student pursuing a bachelor's degree, entering their junior or senior year 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.
  - (b) GPA of 2.8 or better or enrollment in an honors' program.
  - (c) Participation in extra-curricular activities
  - (d) Demonstrated ability to identify problems as well as develop and implement solutions
  - (e) Self-starter with the ability to timely address multiple priorities and deadlines
- (2) Proficient in knowledge and application of Microsoft Windows and Office Suite,
- (3) 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
- (4) 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.
- (5) Must read, write, and communicate clearly and fluently in English
- (6) Must be flexible about unexpected changes in work assignments or priorities
- (7) Must have reliable transportation to and from Chesterton, 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

**Salary and Benefits:** Salary is \$17.00/Hour. Time and one-half for work in excess of forty (40) hours per week. As a full time or seasonal intern of a governmental entity, the Affordable Care Act does not obligate the District to offer health care insurance. The position is a position subject to the benefits and obligations of the Railroad Retirement Board. 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 not later than 3 p.m., May 31, 2017, to NICTD's Director of Human Resources & Labor Relations at the address below. Late resumes will not be accepted nor will NICTD accept responsibility for misdirected, lost, or misaddressed resumes. Apply early for consideration; NICTD reserves the option to close this opportunity early. Persons who desire confirmation that a resume has been received may contact Ms. Cindy McCann at (219) 874-4221, ext 252. Candidates will be advised after the position closes 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: Project Development Engineer  
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**