

MONTROYA FELLOW (PAID INTERN)

Job Title:	Montoya Fellow (Paid Intern)		Complexity Level:	TBD
Division:	Administration	Job Classification:	Administrative Support Workers	
Reports Directly To:	Mountain Line Strategic Performance Planner and MetroPlan Transportation Planner		Job Grade:	301
Direct Reports:	▪ None		FLSA Status:	Non-Exempt
Updated On:	1/3/2025	Pay Range:	\$ 17.85 to \$ 18.00 per hour	

Safety Statement

This is not a safety-sensitive position and is not subject to the rules and regulations of the Drug and Alcohol Policy. The incumbent is required to fully comply with all operational safety rules and regulations established by Mountain Line.

Job Purpose of the Montoya Fellow (Paid Intern)

The Montoya Fellowship is granted annually to an exceptional student in the community planning or GIS programs at Northern Arizona University with a demonstrated interest in transportation, and in particular transit, pedestrian, and bicycle planning. The fellowship includes a paid, twelve-month internship with MetroPlan Flagstaff and Mountain Line; two agencies responsible for regional, multimodal transportation planning for the Flagstaff area. Funding for the position comes from a combination of federal, state, and local sources.

Candidates for the fellowship must be nominated by NAU faculty within their program, and the recipient of the fellowship will be selected by a joint review committee comprised of Mountain Line and MetroPlan staff. The successful candidate must demonstrate creative and strategic thinking, problem-solving ability, and initiative.

The Montoya Fellow will receive valuable experience in transportation planning and implementation. Under the direction of agency professionals, the Fellow will carry out general duties and be responsible for contributing to the delivery of specific projects and studies. The compensation and course credits received will help support their academic career while the work they perform will benefit our community by enhancing mobility and transportation.

The Montoya Fellowship program is now in its 12th year. Previous Fellows have used the experience to help launch careers in transportation planning; some have continued on to graduate school, while others found positions with local governments, regional transportation agencies, and private consulting firms.

This fellowship will split their time between MetroPlan and Mountain Line. The Fellow will work on distinct, separate projects for each agency; however, MetroPlan and Mountain Line work together closely and there will be considerable overlap, interaction, and coordination between the two agencies and the Fellow's work.

The type of work varies. While each organization attempts to assign the Montoya Fellow to a dedicated project, flexibility to move between different tasks is needed.

The Fellow will be given a high degree of responsibility in initiating, carrying out, and completing transportation plans and projects for each agency for the duration of the fellowship. At the beginning of the fellowship, the successful applicant will work with their supervisors at each

agency to develop a work plan and set goals for the remainder of the fellowship. At regular intervals during the course of the fellowship, the work plan and goals will be reviewed and evaluated. At the conclusion of the fellowship, the Fellow's accomplishments will be reviewed as part of a concluding evaluation.

Essential Functions and Responsibilities

- Supports the development of long-term transportation planning documents.
- Assists in the preparation of studies, reports, and other supporting documents, including collection, entry, tabulation, and analysis of technical data.
- Conducts field surveys and inventories.
- Conducts national/international research and literature reviews on various transportation policies, projects, and programs.
- Assists in the preparation of graphs, maps, displays, and other presentation materials.
- Attends, observes and makes presentations at public meetings.

Attendance

Attendance should be regular and predictable. General employment policies with regards to vacation, sick, and unpaid leave apply. Occasional need to report to work on day off and work overtime. The fellowship lasts twelve months. The exact start date is flexible, but typically starts annually in May, and the recipient is expected to work 25-30 hours per week. Remote work options are available upon approval.

Confidentiality

This position is expected to respect and maintain employee and customer confidentiality.

Knowledge, Skills, and AbilitiesKnowledge

- Knowledge of basic to advanced transportation and community planning concepts.
- Creative and strategic thinking, problem-solving ability, and initiative.

Skills and Abilities

- Knowledge of basic to advanced transportation and community planning concepts.
- Creative and strategic thinking, problem-solving ability, and initiative.
- Excellent technical writing and presentation skills, and the ability to communicate effectively through verbal and written correspondence.
- Ability to read, interpret, and relate geographic data and statistical data.
- Ability to prepare, analyze, and summarize technical data into clear and concise reports.
- Proficiency in Microsoft Office products, including Word, Excel, Access, and PowerPoint.

- Familiarity with ArcGIS, through specific GIS coursework or incorporation of GIS in-class projects.

Working Conditions, Exposures to Risks, and Physical Dangers

The incumbent works in an office environment with minimal exposure to risk or physical dangers.

Minimum Qualifications (MQs)Education and Work Experience Requirements

Fellowship candidates must be working toward one of the following degrees in NAU's Department of Geography, Planning, and Recreation:

- Bachelor of Science in Geographic Science and Community Planning, with an emphasis in Community Planning and Development or Geospatial Science
- Master of Science in Applied Geospatial Sciences

Incoming graduate students and incoming seniors are preferred, although incoming juniors may also be considered.

Applicants for the fellowship must be nominated or recommended by their NAU faculty, and applications must be accompanied by a letter of recommendation or nomination from NAU Faculty.

Applicants with a grade point average of 3.0 or higher in their major are preferred.

The successful applicant must demonstrate a strong interest in and commitment to transportation planning, and in particular transit, walking, and bicycling.

If no suitable candidate is found in the Department of Geography, Planning, and Recreation, the fellowship will consider students from other related undergraduate or advanced NAU programs, including Civil and Environmental Engineering and Sustainable Communities.

Licenses, Training, and/or Certification Requirements

- None

This job description does not create an employment contract. It is intended to describe the general nature and level of work being performed by the person assigned to this position. This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position may be required to perform any other job-related duties as requested by management.

Mountain Line is an Equal Employment Opportunity Employer.