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# Example of Planning Intern Job Description

Our innovative and growing company is hiring for a planning intern. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for planning intern

* How a budget creation and account Open To Buy strategies affect the business
* How Planning can work with cross functional teams
* More in depth look at the role of a wholesale planner within our business
* More Knowledge on wholesale department store tiers
* Assisting with writing and report preparation
* Utilizing environmental impact assessment techniques and methodologies governing regulations such as NEPA, EO 215, Section 4(f) of the Department of Transportation Act, Section 106 of the National Historic Preservation Act, Executive Order 12898, Section 7 of the Endangered Species Act, and Clean Water Act (CWA) for project deliverables
* Occasional field work to include wetland delineations, land use surveys, and visual quality tests
* Write clearly and concisely, assemble complex technical reports per department standards
* Ability to read and interpret drawings such as site plans, grading plans, circulation plans and any other drawings or figures essential to technical reports
* Interact with clients, regulators, Project Managers, design and other staff as needed in order to develop and finalize technical, regulatory compliant reports and application packages

## Qualifications for planning intern

* Able to work well in group individually
* You must be enrolled at an accredited college or university during the internship
* Graduating students are only eligible if they are returning to school the following semester to pursue a next level degree
* Candidate must be currently enrolled in at least their junior year within a Engineering Program required
* Pursuing Bachelor Degree with an emphasis in transportation or closely related filed is required
* Masters Degree track is preferred