STATE OF RHODE ISLAND
invites applications for the position of:

STUDENT PLANNING ASSISTANT

DEPARTMENT: DEPARTMENT OF TRANSPORTATION
DIVISION: Project Management/Office of the Manager
OPENING DATE: 10/04/19
CLOSING DATE: Continuous
SALARY: $14.00 - $18.00 Hourly
PAY GRADE: 0277 H
JOB TYPE: Non-Union (99)
NAME OF BARGAINING UNIT UNION: Non-Union (99)
LOCATION: Two Capitol Hill, Providence
SCHEDULED WORK DAYS: Academic Year: Appointment will begin immediately and could be extended to May, 2020. Part-Time Standard 16.0 hours during Fall, Winter and Spring semester.
HOURS OF WORK
WORK WEEK: Part-Time
JOB NUMBER: 5415-1243, 1244 (2 Positions)

CLASS DEFINITION:
GENERAL STATEMENT OF DUTIES: To assist in making standard technical planning studies in connection with community, regional and state transportation project management activities; to perform duties related to policy research, program planning and development for project management; to assist in preparing updated project maps, tracking projects, TIP coordination, quarterly reports, filing, and other duties thereon; and to do related work as required.
SUPERVISION RECEIVED: Works under the supervision of a superior from whom specific instructions are received; work is reviewed in process and upon completion.
SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:
Project Management – to provide support for all project management activities including the monthly Key Performance Indicators submission to the Office of Management and Budget; to assist in preparing an annual performance report, including goal setting and review of existing processes for streamlining. Responsibilities include: assisting with the tracking, analyzing, and trending of existing metrics to measure specific program outcomes; evaluation of data collected through various means (e.g., interviews, surveys, site visits, document reviews, workflow analysis, etc.) and establishing new metrics as needed; to research topics on Transportation Performance Management including best practices among the state DOT's and the national performance management goal areas under MAP-21; to assist in the development of business process workflows, policies and procedures; development of organizational communications, training materials and other resources supporting RIDOT's
performance management processes and standards; development of talking points, briefing
documents and other presentation material as needed; updating of scorecards and dashboards as
needed. To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: Must possess an understanding of basic statistical
 techniques and analysis; the ability to collect and analyze data with attention to detail; the ability to
produce professional written reports for a range of audiences; a sound knowledge of Microsoft Office
Suite 2010 (Word, Excel, PowerPoint, etc.); and related capacities and abilities.

EDUCATION: Applicants must be a second year student, graduate or law school student currently
enrolled at an accredited college/university. Students majoring in public administration, community
planning, political science, business administration, management, or related concentration programs
are given preference. A student's academic standing and GPA are considered for placement
preference.

SUPPLEMENTAL INFORMATION:

Full time students must attach a current resume detailing their education, work experience and any
community involvement, a statement of interest describing career plans and a copy of latest unofficial
college academic transcript. If selected, applicant must provide most recent official college
transcript. Graduate students receive $18.00, hourly.

AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:

- Reasonable Accommodations: If an applicant is unable to perform any essential job functions because of his/her disability but can
  achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified
  for the position.
- Medical Information: Any medical exams required for this position will be performed after a conditional offer of employment has
  been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).

CRIMINAL CONVICTIONS: Note: All interviewees will be required to complete a Criminal Record Supplemental Questionnaire (CS-14B) at the
time of the first interview or anytime thereafter. Conviction is not necessarily a bar to employment. Each case is considered on its individual
merits. Per RIGL§ 28-5-6(4), "CONVICTION means, for purposes of this chapter only, any verdict or finding of guilt after a criminal trial or
any plea of guilty or nolo contendere to a criminal charge."

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.apply.ri.gov
One Capitol Hill
Providence, RI 02908
questions@hr.ri.gov

STUDENT PLANNING ASSISTANT Supplemental Questionnaire

* 1. Are you currently enrolled full-time in an academic program at a four-year college or university?
   □ Yes    □ No

* 2. What academic year/class level are you currently enrolled in?
   □ Freshman
   □ Sophomore
   □ Junior
   □ Senior
   □ Graduate

* 3. What is your last semester's cumulative grade point average?

* Required Question