

Position Description

POSITION PROFILE

Position Title: Rural Planning Program Intern

EOU Department/College: Rural Engagement & Vitality (REV) Center

EOU Supervisor Title: Grace Donovan, Executive Director

Typical Job Duration: Typically one academic year or a specific project duration, often including summer months if the project extends.

Job Level: \$15.20, Level 4

Type of Schedule/Typical Hours: Part-time; flexible hours, typically between 8 AM to 5 PM on weekdays, depending on project needs.

Typical Number of Hours Per Week: 10-15 hours

POSITION INFORMATION

Student Position Description Summary:

The student interns hired to support the Rural Planning Program will be responsible for providing professional public affairs support for our Rural Engagement and Vitality (REV) Center and staff. In addition, the student will be given tasks associated with other projects as they arise. These could include gathering information, providing summaries, or producing short reports and documents to share with partners.

Job Duties/Responsibilities/Essential Functions:

- Attend internal project team meetings with faculty and REV staff
- Provide professional business support such as communications and event planning or preparations
- Conduct correspondence with various entities in a professional manner
- Complete a Buildable Lands Inventory (BLI) to determine the current status of land in Joseph (i.e. vacant, undevelopable, public, etc.). Obtain data, develop and document a methodology, and present analysis.
- Develop a housing market analysis using Census data to characterize the Joseph housing market, including types of housing, trends in sale and rent prices, current trends using building permit data (if available), demographic data, and housing affordability and other barriers to housing.
- Conduct up to 5 interviews with knowledgeable stakeholders in Joseph about housing needs to add additional context to the key findings of the housing market analysis. Summarize core themes and takeaways from the interviews.
- Present findings from the BLI and housing market analysis to the Joseph City Council and Planning Commission.
- Support a housing barriers survey that explores barriers to housing, including cost and affordability, construction and policy constraints, land availability, infrastructure, and availability of contractors among other factors.
- Work with faculty and consultant partners to develop a housing policy analysis that builds upon the findings of the housing market analysis, barriers study, and BLI to identify policy solutions and offer recommendations to the City of Joseph.
- Summarize all completed tasks into memos and a final report, which will be presented to the City of Joseph.

HIRING CRITERIA

Minimum Qualifications:

- Attending EOU (on campus or online) and enrolled in a minimum of six (6) credits for undergraduate students or nine (9) credits for graduate students.
- In good academic standing

Preferred Qualifications:

- Professional demeanor at meetings and through correspondence both on campus and with external partners
- Ability to work independently and complete a project to the required specifications

- Attention to detail
- Skill or ability to learn and use Microsoft Word, Excel, Google Drive, etc
- Proactive when seeking information and communicating with other interns and faculty

Desired Knowledge, Skills & Abilities:

- Strong research and analytical skills, with the ability to interpret complex data.
- Effective written and verbal communication skills, capable of presenting data and findings clearly.
- Experience in using Microsoft Office Suite, particularly Excel, for data analysis and report writing.
- Knowledge of or ability to quickly learn GIS software and other planning-related tools.

STUDENT LEARNING OUTCOMES

As a result of completing this internship, the student will:

Academic Learning Outcomes:

- Develop a deeper understanding of rural planning processes and the socio-economic factors influencing land use and housing in rural communities.

Industry Learning Outcomes:

- Acquire practical skills in urban and regional planning, including conducting land use analyses and housing market assessments.

Career-Readiness Learning Outcomes:

- Enhance project management skills, including planning, executing, and managing research projects.
- Build professional communication and networking skills through interactions with community stakeholders and government officials.

PROFESSIONAL DEVELOPMENT & TRAINING

Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

LEARNING ASSESSMENT & PERFORMANCE EVALUATION

Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework