

2022 DDOT Internship Program

Research, Development & Technology Transfer

Research Internship

The DDOT Research Program serves the entire agency by convening and guiding a structured approach to transportation research, providing research material, and initiating and managing research projects. In addition to funding a small number of research projects each year, the Program engages in a range of activities that support research and innovation more generally, including managing the agency intern program, connecting external researchers to staff internally to advance ideas, serving on the panel that oversees external pilot proposals, and supporting data governance activities.

Project Description

This internship will support several program activities, all with the objective of strengthening and supporting program operations. The exact mix of projects will be tailored to the intern's skills and interests. Project topics include:

- Project cost review. Research project budgets are a key driver of how many projects the program can support. In addition, many project champions do not have a good sense of cost drivers to help with budgeting. This project will review the cost drivers, benchmark project costs (overall and of individual elements), and develop a guide for estimating costs and/or reviewing proposed project costs for reasonableness.
- Program tracking. The Research Program uses a variety of methods to keep track of program activities and budgets – Excel spreadsheets for financials, the DDOT Wiki for project updates, and annual work plans and quarterly reports in Word, to name the primary ones. The current methods have grown up haphazardly over the last decade and are due for a revisit. This project will help update documentation around program activities and propose (and hopefully implement!) some improvements to the mess of documents that keep us on top of our work.
- Evaluation program. There is strong interest in the agency in more systematically evaluating our work, both general projects and research work. This project will start to lay the groundwork for a more systematic program, starting by documenting what we already have on hand, interviewing stakeholders in the agency who are part of this push, and developing templates for this work. There is a proposed research project on cost-benefit analyses that this work will feed into.

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Intern Skills

- Advanced proficiency in Microsoft Word and Excel
- Highly organized individual
- Experience in data and/or information management
- Experience and familiarity with website design preferred.

Educational Background

Undergraduate or graduate student pursuing degrees in relevant majors such as information science, planning, engineering, public policy, public administration, business administration.



Bi-weekly stipends of \$1,400 - \$1,600
To apply, visit www.hutrc.org/internships