



**Office of the Senior Vice President
for Finance and Administration**

Strategic Finance & Administration Accelerator Internship Program

Position Description

UO Finance and Administration Department Name	Transportation Services A department in the division of Campus Services
Intern Supervisor Name	Paul Comery, Transportation Planner
Role or Project Title	Transportation Options Intern
Modality	In-person, with some hybrid work possible depending on schedule
Department Information	Transportation Services manages a number of on campus programs that enhance mobility for all campus users, including the Access Shuttle, Duck Rides, vehicle parking permits and bicycle parking infrastructure. Transportation Services also supports, or funds programs such as the E-Bike Lending Library, subsidized bike share access, and collaborates with the regional community through participating in, among others, the Eugene Active Transportation Committee, Shared Mobility Working Group, Lane Metropolitan Policy Committee and Lane Area Commission on Transportation. Transportation Services is responsible for long range transportation planning on the UO campus and collaborates with campus partners on improving ADA access and campus wayfinding. Transportation Services also administers the UO Lane Transit bus pass program. https://transportation.uoregon.edu/
Position Purpose and Description	The Transportation Options Intern will be responsible for designing and implementing two programs identified through the Large Employer Trip Reduction Grant, a campus wide Transportation Coordinator Network and a Campus Transportation Orientation Training for My Track. Dependent on the intern's capacity and interest, the intern may also be tasked with building out a Transportation Services newsletter, designing social media strategy, designing and implementing a carpool/vanpool matching strategy, and supporting other transportation options programs and priorities.



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	The intern in this role will perform the following duties: Transportation Coordinator Network • Map and identify potential transportation coordinators across academic departments, administrative units, and student-facing offices. • Develop outreach materials (emails, presentations, one-page guides) introducing the Transportation Coordinator Network and its purpose. • Conduct interviews or listening sessions with staff to understand transportation needs, barriers, and communication gaps. • Create a centralized resource toolkit for coordinators, including information on parking, active transportation, Duck Rides, bus passes, and motor pool services. • Assist in planning and hosting a kickoff meeting or training, including agenda development, logistics, and follow-up communication. • Compile and analyze data on transportation behaviors, departmental needs, and opportunities for improved coordination. • Support ongoing Transportation Services programs, including active transportation initiatives, events, and communications. • Document processes and recommendations to ensure the network can be expanded and sustained after the internship. Campus Transportation Orientation Training • Collaborate with UO Learning and Development to identify requirements and process for creating MyTrack Learning modules. • Develop content for learning module that introduces new employees to the programs and services offered by Transportation Services. • In coordination with internship supervisor, collaborate with UO Human Resources to explore options for marketing and distributing training to new employees. • Collaborate with Transportation Options Staff to include training information in existing outreach efforts.
Preferred Term Start	Fall 2026



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Required Skills <i>Student must have these to complete project</i>	Proficiency with Microsoft Office Suite Demonstrated passion for active transportation Demonstrated knowledge of Transportation Services programs and understanding of benefits of active transportation Demonstrated ability to work independently
Preferred Skills <i>Skills that are nice to have but not required</i>	Proficiency with Adobe Creative Suite Experience with outreach and volunteer recruitment Experience with learning development
Skills/knowledge the student will gain during the term	By the end of the internship, the Transportation Options Intern will be able to: Apply project management skills to plan, develop, implement, and evaluate transportation-related programs from concept through implementation. Communicate effectively with diverse audiences by developing presentations, training materials, outreach communications, and other resources tailored to different campus stakeholders. Build and manage collaborative relationships by engaging employees and campus partners, conducting listening sessions, identifying needs, and incorporating stakeholder perspectives into program development. Use data and stakeholder input to inform decisions by gathering, organizing, and analyzing information about transportation behaviors, needs, barriers, and opportunities. Apply transportation options programming strategies and best practices to support sustainable, equitable and effective transportation choices.



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	Design effective educational and outreach strategies by applying principles of audience engagement, accessibility, and clear communication to training and transportation options programming. Navigate a complex organization by working across departments and understanding how partnerships, organizational structures, processes, and competing priorities influence the implementation of campus-wide initiatives.
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