



**BALTIMORE  
COLLEGETOWN  
NETWORK**

P.O. Box 11049  
Baltimore, MD 21212  
410.532.3035  
BaltimoreCollegetown.org

**COLLEGE MEMBERS**

Community College  
of Baltimore County  
Coppin State University  
Goucher College  
Johns Hopkins University  
Loyola University Maryland  
Maryland Institute  
College of Art  
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Notre Dame of Maryland  
University  
Stevenson University  
Towson University  
University of Baltimore  
University of Maryland,  
Baltimore  
University of Maryland,  
Baltimore County

**AFFILIATE MEMBERS**

Baltimore City  
Baltimore County  
Baltimore Development  
Corporation  
Mayland Transit Administration  
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## **Baltimore Collegetown Network: Collegetown Shuttle Intern**

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The Baltimore Collegetown Network, a non-profit consortium of 13 area colleges and universities, works to enhance the academic, professional, and social lives of Baltimore's 160,000 college students. For the last 20 years Collegetown has been developing projects and partnerships that attract, engage, and retain students, raise the profile of Baltimore as a college destination, and help colleges share resources.

The Baltimore Collegetown Network is hiring an intern to support the Collegetown Shuttle program to start in March 2022 with the possibility of extending through fall 2022. This internship offers an opportunity to learn about transportation systems, student activities, marketing, data-based decision making and nonprofit operations. Collegetown has a relaxed environment and we seek a talented and motivated college student who enjoys learning new skills.

### **DUTIES AND RESPONSIBILITIES**

- Support the Collegetown Shuttle, one of the organization's principal programs that transports over 50,000 riders each year between three colleges and area destinations.
- Create transportation-related reports.
- Analyze ridership data to pinpoint passenger travel trends.
- Monitor shuttle vehicles using an online tracking system.
- Relationship building with the Baltimore Collegetown team and Shuttle Operations Committee.
- Other duties as assigned such as blog posts and additional support to the Baltimore Collegetown team.

**Hours:** 10 hours/week with the option to add hours under supervisor's approval (internship runs March-May 2022 with the possibility of extending through fall 2022).

**Compensation:** \$15/hour (class credit available if eligible and approved by your institution).

**Location:** While the Collegetown offices are located at Notre Dame of Maryland University's campus, this internship will be conducted remotely due to COVID-19.

## **EDUCATION**

Must be enrolled as an undergraduate student at one of Baltimore Collegetown's 13 area colleges and universities.

## **QUALIFICATIONS**

- Excellent verbal and written communication skills.
- Organized, self-motivated, energetic and detail-oriented.
- General knowledge of the Baltimore Collegetown Network and the Baltimore area.
- Proficient in Microsoft Word, PowerPoint, Excel and Google Forms.
- Comfortable interacting with staff and the public in a courteous and professional manner.

The ideal candidate will have access to their own computer and internet and be a self-starter who can work independently and collaboratively with a small team.

## **TO APPLY**

Interested candidates should send a resume and cover letter outlining interest and qualifications for the position by **February 11, 2022**. Materials can be emailed to [Molly@BaltimoreCollegetown.org](mailto:Molly@BaltimoreCollegetown.org) and addressed to:

Molly Hayeslip  
Program Manager  
Baltimore Collegetown Network  
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