



Intern Planner Summary:

Albuquerque Public Schools is seeking a motivated long term Planning Intern for an opportunity in the Capital Master Plan Department (CMP). CMP develops and monitors implementation of the APS Capital Master Plan and guides expenditure of capital resources of the district. The APS school district covers a physical area of over 1,200 square miles in 14 jurisdictions, and is comprised of 141 schools with an enrollment of over 80,000 students.

Responsibilities of the Intern Planner position include:

1. Under the guidance and review of the Planning Manager, assist planners with conducting utilizations of schools throughout the district for the purpose of responding to changing educational needs of the District
2. Under the review of the Planning Manager, develop reports on an as needed basis
 - a. Able to generate reports pertaining to utilizations, enrollment trends, and metropolitan development trends.
 - b. Able to use various applications, such as Microsoft and Adobe Suite software, for preparing reports.
3. Under the guidance and review of the Planning Manager and in coordination with other planning staff, assist with monitoring regional development trends
4. Assist the Executive Director and Planning Manager with community meetings to support the mission of the Capital Master Plan. Provides support in the coordination and taking minutes during community meetings. An especially busy time for the Department is during bond election planning seasons.
5. On an as-needed basis, assist Planner II in staffing regularly scheduled meetings for school technology needs, energy conservation, and school security.
6. Assist the Planning Manager with identification of capital furniture needs throughout the District during the Furniture Refresh Process and ongoing school furniture need requests
7. Assist in maintaining the CMP department website with current information regarding the significance of the department within the District and all matters related
8. Assists the Planning Manager and other staff in organization of school data and materials

Minimum Requirements:

- A Master's degree in planning, geography, demography or related field, or currently enrolled in a Masters level planning degree or related field
- Prior professional planning work or internship experience

Other qualifications:

- Knowledge and ability to execute basic planning principles and development processes
- Excellent verbal and written communication skills
- Diligent work performance and attention to detail
- Ability to work in a team and collaborative environment
- Quantitative and qualitative research skills
- Proficient in MS Office and Adobe Suite applications
- An interest in planning and designing excellent learning environments for PreK-12 public education
- Ability to analyze large data sets such as enrollment, educational program, and facility data
- Industry knowledge of GIS and CAD

The position is part-time to full-time, 20 to 40 hours a week, \$18/hour. This position will remain open until filled. To apply for this position please contact:

Elizabeth Halpin, AICP

APS Capital Master Plan, Planning Manager

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Web Site: <http://www.aps.edu/capital-master-plan>