OFFICE OF STUDENT FINANCIAL AID
UNIVERSITY of WASHINGTON
Division of Student Life

Work Study Job Description

Job Title	Planning Intern
Organization Name	City of Mercer Island Development
Address	9611 SE 36th St Mercer Island, WA 98103
Pay Rate	$12 - $14
Employment Period	Academic Year
Hours Per Week	19 hrs/wk
Contact Supervisor	George Steirer
Phone Number	
Email Address	george.steirer@mercergov.org
Website	
EIN	91-6017561B

Nature of Organization

Development Services Group is committed to preserving the unique environment of Mercer Island while encouraging sensitive and quality development. The Planning Team processes all land use applications.

Duties and Responsibilities

Responsibilities include:
- Review developer applications for compliance with design and development codes, environmental issues, and completeness
- Perform initial analysis of proposed commercial, multi-use, or multi-family building designs for compliance with design review codes
- Draft written analyses and decisions for projects
- Respond to public inquiries to ensure public awareness of project plans
- Prepare packets of information for public meetings, photocopying, scanning, and managing electronic documents
- Prepare, file and maintain both paper and computerized records

Minimum Qualifications

- Student accepted in planning, architecture, urban design, geography or related field, with course work in Urban Planning preferred
- Working knowledge of architectural terms and concepts, including building and design elements
- Familiarity with Washington State Law related to local government planning, including GMA and SEPA
- Must be oriented towards community service and understand the public process
- Interest in learning ArcGIS, modeling, and graphic design programs

Educational Benefits

The student will gain an understanding of the planning and permitting process, as well as the role of a planning department in municipal government. The position will teach the student how to write and conduct analysis in a professional setting. This position will prepare the student for future work in municipal government and private development.

How to Apply

Applicant should send a resume to George Steirer at george.steirer@mercergov.org
Apply no later than October 2nd. Please no telephone calls.

Job Number: 70CMEI01 | State 70% | Closed