

Job Posting Title

Job Title **Management Development Program Summer Internships**

Greater Cleveland RTA Career Opportunity

GCRTA Management Development Program Intern

Detailed Description

About the Program:

The objective of the GCRTA Management Development Program is to promote the career development and advancement of recent graduates and professionals through practical transit operations experience in the public sector. The program supports participants from internship through final placement in the extended rotational program.

The successful internship candidate will receive practical operations experience in the public sector by leading a meaningful project that adds direct value to the Authority. Each intern will gain skills in operations analytics, public speaking, performance management, and more. For those who successfully complete the 10 week internship, an opportunity to join the two-year Management Development Program may present itself as the next career stop. The goal of both the internship and extended rotational program is to become a well-rounded leader within transit, by learning as much about the whole RTA operation as possible.

Opportunities for Success:

- Interaction** with current managers, leaders, and stakeholders to complete meaningful and interesting projects;
- Presentation** of status updates of projects on a bi-weekly basis to GCRTA's Executive Management Team;
- Participation** in networking, mentoring, and team-building; inter-departmental meetings and exposure to MDP Alumni; and
- Learning opportunities** about the transit industry and its importance in providing a vital public service.

Other Skills Gained Include:

- Management and/or Supervisory Experience
- Understanding Union Contracts
- Measuring Outcomes of Objective-Based Projects
- Networking
- Collaboration
- Project Ownership
- Leading Meetings

- Exposure to Cleveland's Public Involvement in Transit
- Awareness of the Political Environment Surrounding Transit

Previous Projects Include:

- Construction of Electronic Dashboards to Analyze Bus Operator Overtime
- Orchestration of Paratransit Services Common Location Handbook to Enhance Scheduling Efficiencies & Promote Operator Training
- Supervision of Vehicle Servicers
- Deployment of Pilot Program for Wi-Fi on Bus Coaches
- Fuel and Bulk Fluids Reporting

Job Requirements

As our future MDP Intern, you are:

- Educated.** You must be: entering your senior year of undergraduate studies, attending graduate school, or a graduate from a bachelor- or graduate-level program in Operations Management, Public Administration, Urban Planning, Business, or a related field from an accredited institution, with a cumulative GPA of 3.25 or higher. Bilingual abilities are a plus.
- Committed.** You have a desire to fulfill a paid (\$17/hour), 10-week commitment to the Management Development Program Internship and learn more about how a career in transit may be right for you.

About GCRTA: As the recipient of the gold-level award from The Partnership for Excellence (TPE) and the national APTA award for bus safety, we continue to be a well-recognized and high-performing public agency providing public transportation to the greater Cleveland area. We are proud to be one of northeast Ohio's major employers with over 2,300 employees. Our service encompasses 460 square miles and we provide 45 million rides annually, which is between 150,000 to 200,000 rides on a typical weekday. Our mission is to provide **safe, reliable, clean, and courteous public transportation.**

We offer a wide range of comprehensive benefits and programs to support the health and wellness of employees and family members, including health benefits and participation in the Ohio Public Employee Retirement System. If you are interested in this exciting opportunity, we encourage you to apply for this position and become a valued member of the GCRTA team!

Living in Cleveland: Cleveland is the home of the Rock and Roll Hall of Fame, various universities, and world-class medical institutions.

Cleveland is also home to food and cultural hubs, such as East 4th Street with renowned restaurants (Michael Symon's Lola) and entertainment (House of Blues and Pickwick & Frolic). All of these attractions can be accessed using GCRTA's service, which is free for RTA employees.

The choice is yours: Are you ready to ride? Make the decision to join the largest public transit system in Northeast Ohio!

Additional Details

Next Steps: For this non-bargaining, non-exempt level position, the selection process will include one or more components to demonstrate applicant's knowledge, skills and abilities in job related areas. Exercises may include but are not limited to practical demonstrations, written communications, oral interviews, and/or competency.

All communications regarding your application will be sent through the iRecruitment site. You will receive an email from "Oracle Administrator (OR15)" sysadmin@gcrta.org to let you know there has been a change to the status of your application or that you have received a communication regarding your application.

To check the status of your application: Log into the GCRTA iRecruitment site and look under "Status" column.

To check your communications: Log into the GCRTA iRecruitment site, click on the icon below "Application Details" of the job posting, and click on the "Communications" tab to view communications.

AN EQUAL OPPORTUNITY/ADA EMPLOYER/DRUG FREE WORKPLACE

How To Apply

Please click the **Apply Now** button to complete the online application process.

Para informacion en espanol, visite www.consumerfinance.gov/learnmore o escriba a la Consumer Financial Protection Bureau, 1700 G Street, N.W., Washington, DC 20006.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is the summary of your major rights under the FCRA. For more information, including information about additional rights,

go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street, N.W., Washington, DC 20006.

You must be told if information in your file has been used against you. Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment ;V or take another adverse action against you ;V must tell you, and must give you the name, address, and phone number of the agency that provided the information.

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency. You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- A person has taken adverse action against you because of information in your credit report;
- You are a victim of identity theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance; or
- You are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every twelve (12) months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within thirty (30) days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Consumer reporting agencies may not report outdated negative information. In most cases, a consumer reporting agency may not report

negative information that is more than seven (7) years old, or bankruptcies that are more than ten (10) years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

You may limit prescreened offers of credit and insurance you get based on information in your credit report. Unsolicited prescreened offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.

You may seek damages from violators. If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.consumerfinance.gov/learnmore.