

EMPLOYMENT OPPORTUNITY

ECONOMIC/PLANNING ANALYST INTERN (PART-TIME)

Are you looking for a professional, yet fun working atmosphere? Are you looking for a firm that is interested in your career development through exciting and challenging experiences, team building and continuing education? If so, then we just may be the firm for you!

Municipal Economics & Planning, a division of Ruckert/Mielke, provides consulting services to local governments and utilities in the areas of financial and economic analysis, financing plans for capital projects, inter-municipal cost-sharing agreements, drafting ordinances and comprehensive planning and development reviews. We are currently seeking a student nearing the completion of their bachelors or masters degree in economics, finance, business, planning or public administration.

RESPONSIBILITIES:

- Provide project support for a wide variety of studies, analysis, and other projects
- Data collection through a variety of media, including internet, library research, telephone interviews and surveys, requests by mail, and field inspections (limited)
- Contact governmental agencies for information regarding grant and loan programs available to municipalities
- Assist with research for a variety of projects, including literature reviews, reviewing Wisconsin Statutes and Administrative Code
- The qualified candidate may be asked to assist with data analysis and/or writing of reports and studies
- Research municipal codes
- Work on community surveys

QUALIFICATIONS:

- Coursework in Accounting, Finance, Economics, Municipal and Regional Planning or Public Administration strongly preferred
- Proficiency in Microsoft Excel
- Strong quantitative aptitude
- Strong written and verbal communication skills
- Strong research skills
- Attention to detail
- Self-motivated, enthusiastic, willing to take initiative
- Team player attitude

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To find out more about us, check out our website: www.ruekert-mielke.com
We are an Equal Opportunity / Affirmative Action Employer