



## Planning Internship

*Center for Resource Planning and Management (CRPM)*

*Southwest Missouri Council of Governments (SMCOG)*

**Location:** Springfield, Missouri

**Internship Period:** One year (preferred); one to two years ideal; shorter terms may be considered

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## About CRPM & SMCOG

Missouri State University's Center for Resource Planning and Management (CRPM) is an applied research center within MSU's School of Earth, Environment, and Sustainability (SEES).

It is the specific mission of MSU's Center for Resource Planning and Management (CRPM) to:

- Provide public outreach services in planning and community development and to assist in development of public policy on resource utilization
- Enhance and support the University's academic programs in planning by providing undergraduate and graduate students the opportunity for hands-on participation in community planning and development projects
- Support and create opportunities for applied research and continuing professional development in the field of planning.

The CRPM supports Missouri State University's mission of producing educated persons and providing public service, with a focus on the University's themes of [public affairs](#) and economic development.

CRPM is the administrative agent for the **Southwest Missouri Council of Governments (SMCOG)**, an association of local governments across a 10-county region. SMCOG is one of Missouri's Regional Planning Commissions, supporting 88 cities, villages, and counties through planning services, grant assistance, regional coordination, and policy development. CRPM staff provide the day-to-day professional services to support SMCOG's mission, including GIS mapping and analysis.

## Position Summary

CRPM/SMCOG is seeking a motivated **Planning Intern** to support the development of regional and community planning documents. This is a paid, part-time internship intended for students pursuing a degree in urban planning, public administration, geography, environmental science, political science, economics, or a related field.

The Planning Intern will work alongside professional planning staff to assist with plan writing, data analysis, community engagement, and policy research. Interns will also prepare weekly staff memos documenting progress, research, and findings. The internship provides a unique opportunity to gain real-world experience in local and regional planning across a wide range of topic areas.

## Example Projects

Interns may contribute to a variety of planning projects, including:

- Assisting with **Hazard Mitigation Plans**, including risk assessments and mapping of local hazards

- Supporting **Transportation Planning** efforts by compiling and analyzing data on traffic, crashes, sidewalks, and transit
- Participating in **Comprehensive Planning** projects, including land use analysis and community surveys
- Collecting and analyzing **demographic, economic, and transportation data** for use in reports and grant applications
- Creating charts, graphs, and tables to support planning documents and public presentations
- Writing draft sections of plans, including existing conditions, trends, and policy recommendations
- Researching and identifying **funding sources and implementation tools** for plan recommendations

## What You'll Learn

This internship offers practical experience that complements classroom learning and prepares students for professional roles in planning, policy, or public service. Interns will:

- Gain experience working on **real-world planning projects** and understand the planning process from start to finish
- Learn how to **analyze and interpret public data**, including Census and transportation datasets
- Practice **writing for professional and public audiences**
- Develop **data visualization skills** using Excel, GIS, and other tools
- Work in a **collaborative, interdisciplinary office setting**
- Understand the importance of **time tracking and budget awareness** by recording hours worked on each project – similar to professional consulting and planning firms where time is billed per project
- Interact with **local government staff and elected officials**
- Observe how regional and local planning guides policy decisions and public investment
- Submit **weekly staff memos** to reflect on tasks, insights, and outcomes

## Qualifications

- Enrolled in an undergraduate or graduate program in urban planning, public administration, geography, economics, or a related field
- Strong written communication and research skills
- Strong **time management skills**, with the ability to prioritize tasks and manage workload across multiple projects with limited budgets
- Proficiency with Microsoft Excel and basic data visualization tools (GIS experience a plus but not required)
- Interest in community development, planning, and public service
- Willingness to learn, take initiative, and communicate effectively

## Schedule & Compensation

- Flexible schedule based on student availability (typically around 20 hours/week during the semester with a minimum of 12 hours per week)
- Located at the CRPM/SMCOG office in MSU's Roy Blunt Hall
- Paid hourly; **starting at \$13.75/hour** or **commensurate with qualifications**

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## To Apply:

Please submit a résumé and brief cover letter expressing your interest in the Planning Internship to

[AishwaryaShrestha@MissouriState.edu](mailto:AishwaryaShrestha@MissouriState.edu)