

**Transportation Resource Associates, Inc.  
Project Analyst, Winter/Spring 2010**



**About TRA**

Transportation Resource Associates, Inc. is a Philadelphia-based company providing operations, management, and technical consulting services to the public transportation industry. TRA specializes in transit and railway operations, transit safety and security, maintenance, and related areas.

**Project Analyst Job Description**

Project Analyst is TRA's base-level technical consulting position. The position, and TRA's work, both revolve around transit- and transportation-related consulting, especially in fields of safety and security, but also in areas of operations, maintenance, and system organization. Responsibilities are highly varied, including operations-, maintenance-, safety-, and security-related field work; report and proposal writing; basic project management; presentation development; database development and analysis. The position works with clients in both public and private sectors, as well as a tight-knit, fast-moving, and diverse group of coworkers. TRA's Project Analysts typically are involved in multiple projects, with multiple groups of coworkers, at any given time.

**Project Analyst Job Qualifications**

A bachelors degree is required. Advanced degree is preferred and compensated appropriately. Candidates should have 1. experience in transit operations, maintenance, safety, or security; and/or 2. college coursework related to these areas. Candidates with parallel experience, such as in engineering, planning, or similar disciplines, and a strong interest in the subject matter, may also be considered. Applicants must possess excellent written and oral communication skills, interpersonal skills, and computer literacy.

TRA's Project Analysts work at the company's Philadelphia headquarters, but short-term travel is required (up to 50% of time), as dictated by current consulting projects. Position is salaried, and is based on an approximately 50-hour work week. Schedule and total hours will vary depending on current assignments. Job progression opportunities are available.

Qualifications (preferably electronic submissions), including a cover letter detailing your skills that are relevant to public transportation technical consulting and your resume should be sent to:

Project Analyst Position  
via email: [pja@traonline.com](mailto:pja@traonline.com)  
or via facsimile: 215.546.9120

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