

Who we are:

The Tennessee Department of Transportation provides citizens of Tennessee and travelers with one of the best transportation systems in the country. TDOT is a multimodal agency with responsibilities in building and maintaining roads, aviation, public transit, waterways, railroads, cycling and walking. Our involvement ranges from airport improvements to funding transit buses to planning for river ports.

The Department of Transportation has more than 4,000 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

The Civil Rights Division is responsible for the administration of both state and federal programs of nondiscrimination that includes Title VI, Affirmative Action and Small Business Development. Each program monitors all activities for compliance and provides training and onsite technical assistance. Additionally, the division is responsible for developing and implementing TDOT's internal and external affirmative action plans and investigating complaints of alleged discrimination, including sexual harassment. The division also administers the federally mandated Disadvantaged Business Enterprise (DBE) Program.

For more information on this division, please see link below:

<https://www.tn.gov/tdot/civil-rights.html>



TDOT Intern
Headquarters Civil Rights
Location: Nashville, TN
Compensation: \$18.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring student interns for the Headquarters Civil Rights Division located in downtown Nashville, TN. The Civil Rights interns will assist the department with diversity, equity and inclusion programs that will need to meet or exceed variables within President Biden's Justice40 Initiative. The work will evolve around the Civil Rights Division working with the two interns to look at potential internal and external systematic barriers within TDOT's programs and policies for TDOT's DBEs, underserved communities (minority and low-income communities), and in the hiring of minority and female applicants

Responsibilities

- Review weekly program outline to establish daily activities.
- Conduct research to determine or identify best practices from other states in the areas of Diversity, Equity, & Inclusion.
- Create an executive summary/report of consolidated research materials and programmatic best practices from other states such as Georgia, Virginia, Texas, and North Carolina.
- Determine if the approaches used by other states meet or exceed the Justice40 Initiative and current TN DOT practices and programs.
- Coordinate with the following divisions: Construction, Design, Planning and Research, Strategic Transportation, HR, Communications, and Environmental Division.

Minimum Qualifications

- Planning, Geography, GIS, Engineering, Science, Human Geography majors preferred.
- Junior, or Senior Class Status required as of May 2022 OR recent Graduate as of Spring 2021.
- Legally authorized to work in the U.S.
- Proficiency in Microsoft Office along with Geographic Information Systems, Power BI, Cartography, Analytics, Statistics, and Planning skills preferred.

To be considered for this position, please apply via [SurveyMonkey](#).

Please attach a two (2) page maximum résumé and a transcript to your application.

Applicants will be required to provide an academic portfolio showcasing academic achievements, experience, and knowledge.

Pursuant to the State of Tennessee's Workplace Discrimination and Harassment policy, the State is firmly committed to the principle of fair and equal employment opportunities for its citizens and strives to protect the rights and opportunities of all people to seek, obtain, and hold employment without being subjected to illegal discrimination and harassment in the workplace. It is the State's policy to provide an environment free of discrimination and harassment of an individual because of that person's race, color, national origin, age (40 and over), sex, pregnancy, religion, creed, disability, veteran's status or any other category protected by state and/or federal civil rights laws.