

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 close to 4,000 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

What we do:

TDOT Human Resources is proud to provide support to over 4,000 employees in all 95 counties across the state. We focus on strategic organizational planning, talent development, and managing the employee experience to cultivate a high performing, agile workforce. Services provided include learning and development, classification and compensation, recruitment, employee relations and benefits counseling.

For more information on TDOT Human Resources, please see link below:

<https://www.tn.gov/tdot/human-resources-home.html>



TDOT Intern
Human Resources Division
Learning & Development Office
Location: Nashville, TN
Compensation: \$18.00/hourly

Overview

The Tennessee Department of Transportation is looking to hire an intern for the Headquarters Human Resources Learning & Development Office. This intern will support the implementation of a pilot mentorship program. This intern will also support the launch of a new departmental Learning Management system (LMS). Data visualization reports will be assigned to this intern based on needs.

Responsibilities

- Collaborate and communicate with TDOT staff currently serving as mentors, subject matter experts, and trainers across the state.
- Attend meetings related to statewide Learning & Development programs and initiatives.
- Gain familiarity with TDOT's learning management system, the "TDOT Learning Network."
- Assist L&D staff with posting and editing content intended for the TDOT Learning Network.
- Travel to various TDOT facilities and project sites to interview participants of the 2022 summer internship program and mentorship program.

Minimum Qualifications

- Junior, or Senior University Class Status required as of May 2022 OR recent Graduate as of May 2021.
- Required major in Communication Studies, Educational Technology, or Instructional Design.
- Proficiency with Microsoft Office Suite, such as Excel, Word, and OneNote.
- Videography, non-linear editing, and graphic design skills preferred.
- Attention to detail, creativity, and strong oral and written communication skills preferred.
- Legally authorized to work in the U.S.

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.