

## 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 the Division does:

The Long Range Planning Division is responsible for the planning, development and management of statewide transportation studies and planning tools that help guide the policies and programs of TDOT and its various divisions.

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

<https://www.tn.gov/tdot/long-range-planning-home.html>



### TDOT Intern Long Range Planning Division Research & Special Projects Office Location: Nashville, TN Compensation: \$18.00/hourly

#### Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Research & Special Projects Office, located in Downtown Nashville. The intern will assist in the development a plan for Statewide Planning by researching other DOT Statewide programs. The final deliverables will be documentation of best practices of other DOT Statewide Planning Programs and presentation to Director and Manager. The intern will also assist the Air Quality Planning Office with ongoing activities related to Alternative Fuels Infrastructure and Transportation Demand Management. The intern will become familiar with the projects and assist in the development or maintenance of these projects. The intern will meet with internal and external stakeholders to identify action items needed to further the development of the projects or provide recommendations for advancement of activities.

#### Responsibilities

- Review current TDOT Long Range Transportation Plan, Corridor Studies, Congestion Action Studies, and other transportation documents. Begin online research of other Department of Transportation (DOTs) Statewide Planning Program.
- Begin reviewing research projects. Go over where projects are kept, how to read contracts and amendments, and where they can find data for entry into the Excel document/tool Review TCA code and US Codes that pertain to transportation planning.
- Participate in weekly Staff Meetings to determine objectives for the week and learn about the activities of the division.
- Write a short report describing their method and work and any additional instructions for how to read/use the workbook developed.

#### Qualifications

- Planning, Engineering, Public Policy, Sustainability, or Resilience majors required.
- 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.
- Experience or interest in Transportation Planning and Policy 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.*