

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: \$16.00/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 work with TDOT staff on the National Transportation Institute Program (NSTI) for high school participants. These interns will also assist in the development of self-assessments for the Affirmative Action/Equal Employment Opportunity program. Lastly, the civil rights interns will be involved in reviewing documents and assisting TDOT staff in the training and development of outside entities, compliance management, organizational teamwork.

Responsibilities

- Review weekly program outline to establish daily activities.
- Conduct workforce data analysis.
- Review documents with key personnel to understand the workload.
- Assist with training on the EEO/AA Program to contractors.
- Review, analyze & compare workforce data from other DOT's.
- Assist with divisional document management.
- Assist with the setup for Civil Rights events at Headquarters and the Region 3 facility.

Minimum Qualifications

- Accounting, Business, English, Finance, or Information Technology majors preferred.
- Junior, or Senior Class Status required as of May 2021 OR recent Graduate as of Spring 2020.
- Legally authorized to work in the U.S.
- Proficiency in Microsoft Office along with critical thinking skills preferred.

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

Selected candidates will be required to provide two letters of reference (professional, or personal).

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.