

## 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 Community Relations Division conducts community outreach activities, manages public meetings and hearings, establishes relationships with the news media and community groups, assists the general public in accessing TDOT's services, answering questions and concerns, and providing better communication both inside and outside the department.

## For more information on TDOT Learning & Development, please see link below:

<https://www.tn.gov/tdot/community-relations.html>



### TDOT Intern

#### Region 1 Administration – Graphic Design

Location: Knoxville, TN

Compensation: \$16.00/hourly

### Overview

The Tennessee Department of Transportation is currently hiring a graphic design intern for the Region 1 Administration Office located in Knoxville, TN. These interns will have the opportunity to create and design newsletters, informational brochures, and improve information collection systems for website data. This intern will be given the opportunity to use graphic design and visual media to improve internal communication in State government and work in a collaborative team-based environment to achieve goals and better processes.

### Responsibilities

- Work on assigned projects such as newsletters, informational brochures, and internal communication resources.
- Create/update presentations, graphics, and other resources.
- Collaborate and attend meetings with Administration and Regional staff.
- Administrative duties pertaining to daily operations in the Administration office such as answering phones and document management.

### Qualifications

- Junior, or Senior Class Status required as of May 2021 OR recent Graduate as of Spring 2020.
- Business Administration, Communications (strategic, visual, cross-cultural), Graphic Design, Digital Media, Mass Media, or Visual Media Production major required.
- Legally authorized to work in the U.S.
- Interest in state government, internal communications, and public relations.
- Ability to manage innovation, learn on the fly, and solve problems preferred.
- Familiarity with Adobe Pro, Adobe Creative Suite, and Microsoft Office Suite preferred.

To be considered for this position, please apply at

**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.*