

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

Office of Community Transportation – Special Projects

Location: Nashville, TN

Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Community Transportation Office's Special Projects section, located in Downtown Nashville. Within the Long Range Planning Division, this intern will assist Planning office staff with Data Collection and analysis, conducting community engagement meetings, site visits to rural communities statewide.

Responsibilities

- Coordinate with consultants and Metropolitan Planning Organization/Rural Planning Organization
- Provide technical support to planning staff for Transportation Planning Programs
- Communicate with TDOT staff and consultants orally and in writing
- Assist with the Division's organization of digital files
- Proofreading and editing documents, tables, graphs, and charts.
- Prepare reports as requested

Qualifications

- Urban Planning, Engineering, Geography, or Public Administration majors preferred.
- Junior, or Senior Class Status required as of May 2020 OR Recent graduate as of Spring 2019.
- Legally authorized to work in the U.S.
- Willing to travel

To be considered for this position, please apply at <https://www.surveymonkey.com/r/PJG6ZY5>

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.