

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: \$20.00/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 assist the department with researching SDOTs and private companies to identify best practices in the development and implementation of a plan/strategies to recruit and retain minorities and females in the transportation industry (TDOT). This will allow the interns to become familiar with the federal DBE Program and the rules governing the program in 49 CFR 26 as it relates to TDOT. Interns will also gain an overview of both certification and contract compliance. The work will evolve around the potential internal and external systematic barriers within TDOT's programs and policies for TDOT's DBEs, underserved communities (minority and low-income communities), and in the hiring of minority and female applicants

Responsibilities

- Review weekly program outline to establish daily activities.
- Review DBE prompt payment policies and procedures
- Investigate avenues for recruitment of potential DBEs and partnerships with the program
- Assist with DBE renewals by ensuring the DBE database is up to date
- Create an executive summary/report of consolidated research materials and programmatic best practices from other states such as Georgia, Virginia, Texas, and North Carolina.
- Facilitate efforts in increasing diversity in TDOT's workforce.

Minimum Qualifications

- Logistics, Marketing Social media marketing, Content marketing, Brand management, Market research, Search engine marketing, Digital marketing, Business, GIS Mapping, Art & Humanities, Social Science, Multi-Interdisciplinary Studies, Public and Social Services, Communications & Journalism, Environmental Science, Psychology, Philosophy, English, Sociology, Political Science, or Environment & Conservation major required.
- Junior, or Senior Class Status required as of May 2023 OR recent Graduate as of Spring 2022.
- Legally authorized to work in the U.S.
- Proficiency in Microsoft Office along with statistics, writing, and data analytical skills 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.