

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 Regional Business Development unit works closely with TDOT Headquarters to ensure that system development and business processes meet the needs of the state as a whole and best practices are implemented.

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

<https://www.tn.gov/tdot/about/tdot-organizational-charts/org-chart-region.html>



TDOT Intern

Region 1 Business Development

Locations: Knoxville, TN

Salary: \$18.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring a student intern to work in the Business Development office located in Knoxville, TN. This intern will audit construction project documentation for accuracy and completeness, query and analyze data from various projects looking for trends or improvements to business processes, and learn procedures and usage for data analysis, training objective, and organization.

Responsibilities

- Analyze data, processes, policies, and procedures to document and/or develop recommendations for changes in operations which affect the economy, efficiency and quality of departmental and divisional operations and services.
- Review reports and/or plans for completeness and accuracy to make recommendation for change or improvement
- Complies data and information to initiate payment of contractors and/or consultants based on work completed
- Maintain project documentation for the purpose of project close-out.
- Write reports to document field inspections, laboratory test, and/or other necessary items to ensure accurate information is used in decision making.
- Document information provided during meetings and training when serving as the sole agency representative to ensure accurate information is disseminated to others.
- Use office productivity software including but not limited to word processing programs, spreadsheet programs, presentation software, Web-based email programs, instant-messaging programs, and search engines.
- Review project work activities and schedules to ensure compliance with specifications

Minimum Qualifications

- Business Management, Construction Management, or Civil Engineering major 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.
- Intermediate knowledge of formulas used in algebra, geometry, calculus, statistics, and graphing.
- Preferred skills: Technical learning, Problem Solving, Time Management, Self-Motivating, Deductive Reasoning, Written Comprehension, Written Expression, Intermediate knowledge of Microsoft Office suite, and understanding of logical processes.

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.