

## 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 4,100 employees statewide with regional facilities in Knoxville, Chattanooga, Nashville and Jackson. TDOT's headquarters is located in downtown Nashville.

## What we do:

TDOT Human Resources is proud to provide support to over 4,100 employees in all 95 counties across the state. We focus on strategic organizational planning, talent development, and managing the employee experience to cultivate a high performing, agile workforce. Services provided include learning and development, classification and compensation, recruitment, employee relations and benefits counseling.

**For more information on TDOT Human Resources, please see link below:**

<https://www.tn.gov/tdot/human-resources-home.html>



### TDOT Intern

#### Human Resources Division

Location: Nashville, TN

Compensation: \$16.00/hourly

## Overview

The Tennessee Department of Transportation is looking to hire an intern for the Headquarters Human Resources Office. This intern will collaborate with several human resources working groups and will assist the division with special projects, recruitment and engagement. The TDOT HR Intern will have a strong focus on branding, graphic design and community outreach. This internship will offer an introduction into a variety of human resources functions including recruitment, engagement programs, transactions and training.

## Responsibilities

- Prepare promotional presentations and graphics for HR initiatives and projects that involve recruitment strategies, employee career development, inclusivity and equity, promotional project reports and summaries, and internal communications.
- Organize website design and supporting materials for the TDOT Human Resources web pages including but not limited to University Recruitment, GTA Program, Career Pathways, and the TDOT Careers Page.
- Support external branding and advertising activities on LinkedIn, job platforms and other web sites with weekly career updates, project news, department achievements and more.
- Manage newly formed recruitment partnership database and initiate new working relationships by scheduling introductory calls, drafting emails, direct mail advertisements, and more.
- Support the human resources office in other projects as needed.

## Qualifications

- Junior, or Senior Class Status required as of May 2021 OR recent Graduate as of Spring 2020.
- Preferred majors include Business Administration, Organizational Management, Communications, Graphic Design, or related majors.
- Familiarity with Microsoft Office Suite, attention to detail, creativity, and strong verbal and written communication skills preferred.
- Legally authorized to work in the U.S.

**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.*