

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

Location: Nashville, TN

Compensations: \$16.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring student intern for the Community Transportation Office, located in Downtown Nashville. These interns will develop a general understanding of how Community Transportation Offices operates on a daily/annual basis and understand the work of planners. Interns will be tasked with Tennessee's 11 MPOs and associated planning products and/or Tennessee's 12 RPOs and associated planning products.

Responsibilities

- Coordinate with consultants and Metropolitan Planning Organization/Rural Planning Organization.
- Work with supervisor to review current processes and procedures for the Office of Community Transportation.
- Review TCA code and US Codes that pertain to transportation planning.
- Participate in weekly Staff Meetings to determine objectives for the week and learn about the activities of the division.
- Work with supervisor to meet project objectives.
- Shadow a few meetings regarding MPOs and/or RPOs.
- Research of best practices and the development of a tracking system that will be utilized to track MPO processes and planning products.
- Develop a guide to compile information on prior Community Transportation Planning Grants (CTPGs) and how those grants have been utilized by the local communities.
- Work with RPO Coordinators to document items recommended by the Rural Regional Transportation Plans.

Qualifications

- Planning, Public Administration, Public Policy, ArcGIS, Civil Engineering, Environmental, economics, or logistics majors required.
- Junior, or Senior Class Status required as of May 2021 OR Recent graduate as of Spring 2020.
- Legally authorized to work in the U.S.
- Familiarity with Microsoft Office and Adobe Acrobat preferred.
- Willing to travel if needed.

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.