

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 Region 3 Training Office facilitates TDOT's Learning and Development goal of advancing the technical, professional and leadership skills of our employees.

For more information on TDOT Learning & Development, please see link below:

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



TDOT Intern

Region 1 Administration – Training Office

Location: Nashville, TN

Compensation: \$16.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring a student intern for the Region 1 Business Development & Training Office located in Knoxville, TN. This intern will assist the Training Manager and Training Specialist with coordinating and preparing material for upcoming Region 1 training events. This intern will apply basic human resource principles to a real-world environment in the development and delivery of training content to adults. In addition, this intern will perform data analysis, develop and maintain a training program, and obtain as much practical experience as possible with areas of interest within TDOT.

Responsibilities

- Create and update Excel spreadsheets and PowerPoint presentations.
- Organize and conduct training classes.
- Assist with planning, implementing, and/or delivering training deliverables to other employees.
- Develop and/or deliver training in an optimum adult learning environment to internal and external customers.
- Perform a "360 survey" to determine training needs.

Qualifications

- Human Resources, Training, or Business major 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.
- Interest in instructing individuals and/or groups on technical processes and procedures.

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.