

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/content/tn/tdot/find-local-information.html>



TDOT Intern

Region 4 Business Development

Locations: Jackson, TN

Compensation: \$20.00/hourly

Overview

The Tennessee Department of Transportation is currently hiring student interns to work in the regional Business Development office located in Jackson, TN. This intern will query and analyze data from various projects looking for trends or improvements to business processes, learn procedures and usage for data analysis, training objectives, and organization. This will increase the knowledge base of Operations Maintenance, Construction, and Materials Division procedures required to record, test, and sample TDOT contract pay items.

Responsibilities

- Become familiar Standard Specifications, Contract Special Provisions, Circular Letters, and Material & Test Standard Operations Procedures to establish requirements for items installed on contracts.
- Utilize TDOT websites and hard copy books to obtain general knowledge of multi-division specifications and procedural requirements' for TDOT contract installed work items.
- Generate and export custom reports (Excel, Power BI, etc.) while referencing internal and external TDOT websites.
- Present reports to stakeholders for contract research.
- Utilize PlanGrid software to develop a complete set of contract plans on or before Letting date and provide district office and CEI personnel security access.

Minimum Qualifications

- Business Management, Construction Management, or Engineering major preferred.
- 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.
- Critical thinking, analytical, strong communication, and problem-solving skills preferred.
- Proficient with Microsoft office 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.