



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services

POSTING #: 24-00093

TITLE: Temporary Employee Services (TES) - Analyst

ISSUE DATE: 3/8/2024

TITLE CODE:

CLOSING DATE: 4/3/2024

DIVISION: Government and Community Relations

LOCATION: Ewing

UNIT: Community Relations

SALARY: \$22 per hour

SUMMER WORK PROGRAM

The New Jersey Department of Transportation (NJDOT) is seeking currently enrolled college students who are interested in hourly employment opportunities this upcoming Summer 2024.

The New Jersey Department of Transportation plans, designs, builds, and maintains New Jersey's transportation network. The Department is offering positions that will allow students to work on an hourly basis throughout the Summer of 2024. Hours of work are flexible and will be determined by the hiring unit but will not exceed 40 hours per week.

DIVISION DESCRIPTION:

NJDOT's Division of Government, Community, and Constituent Relations houses the Office of Community Relations (OCR), which is responsible for ensuring the opportunity for public participation in all phases a transportation project throughout the planning, design, construction, and maintenance process. The unit is responsible for coordinating public participation in NJDOT's capital program and serve as liaison with local officials and the general public for the variety of issues, programs, and services provided by NJDOT.

The Office of Community Relations conducts Public Information Centers, Public Meetings and Public Hearings throughout the state which allows local officials and the general public to react and comment on NJDOT projects and initiatives within the State.

POSITION DESCRIPTION:

This position reports to the Manager, Office of Government and Community Relations. The TES will receive on - the - job - training, may assist in and/or learn to perform the following responsibilities:

- Working as part of and in collaboration with the members of various transportation project interdisciplinary teams in an effort to bring projects to successful completion.
- Work with primary liaison between NJDOT project teams and the communities.
- assist with scheduling and observe public information meetings and hearings related to NJDOT projects.
- Assist program specialist with preparation and maintenance of the stakeholder database in order to provide all parties involved with status and information updates.
- Assist with coordination, creation and mailing of official public notices and letters of invitation to all affected parties.
- Communicating community issues to management.
- Answering incoming calls for the Office of Government & Community Relations.

PREFERRED QUALITIES:

A third - year student pursuing a degree in Political Science, Communications, History, or any additional relevant community and public engagement experience.

WORK AUTHORIZATION:

Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

TO APPLY

Submit your application through the NJDOT website at:

<https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation
- Letter of recommendation from a college professor

IMPORTANT NOTES

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Current NJDOT employees are not eligible for this opportunity.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer