



**NEW JERSEY DEPARTMENT OF TRANSPORTATION**  
**Temporary Employee Services**

**POSTING #:** 22-00403

**TITLE:** Temporary Employee Services (TES) - Analyst

**ISSUE DATE:** 12/23/2022

**TITLE CODE:**

**CLOSING DATE:** 1/31/2023

**DIVISION:** Government & Community Relations

**LOCATION:** Ewing

**UNIT:** Office of Legislative, Regulatory & Administration

**SALARY:** \$22 per hour

**POSITION:** 1

**WORK WEEK:** 40 hours

**DESCRIPTION**

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

As the State's Department of Transportation, the NJDOT plans, designs, builds, and maintains New Jersey's transportation network. The Department is now offering hourly positions that will allow students to work on an hourly basis in the summer of 2023 (between May and August). Hours of work will be determined by the hiring unit, but will not exceed 40 hours per week. It should be noted that the position does not offer a benefits package.

The Office of Legislative, Regulatory and Administrative Actions conducts Policy Reviews, Regulatory Compliance, and Correspondence with elected officials throughout the state when dealing with legislative and department initiatives.

Under supervision, this entry level position will be responsible for:

- Working with NJDOT Staff to develop positions on proposed legislation
- Developing Analyses, written reports, and materials to support NJDOT's position
- Tracking Analyzing and interpreting legislation
- Tracking, Reviewing, Analyzing and summarizing hearings conducted by Legislative Committees and other entities
- Preparing Research, Bill Summaries and Amendments
- Serving as the primary point of contact for assigned legislation
- Performing other tasks as needed

**Preferred Qualities/Experience:**

- A third - year student pursuing a degree in Political Science, Communications, History, or any additional relevant community and public engagement experience.
- Ability to handle large workloads with deadlines
- Ability to adapt quickly to changing circumstances and multi - task
- Ability to learn to prepare technically sound, accurate and informative reports
- Comprehensive Knowledge of MS Office
- Strong Time management skills
- Strong Analytic skills
- Ability to draw logical conclusions from information gathered
- Ability to document research conducted
- Ability to write in a clear, concise, well - organized and technically correct manner.

**REQUIREMENTS**

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**

You must apply 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 previous employer or 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.

**New Jersey Is An Equal Opportunity Employer**