



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services

POSTING #: 22-00400

TITLE: Temporary Employee Services (TES)- Engineer

ISSUE DATE: 12/23/2022

TITLE CODE:

CLOSING DATE: 1/31/2023

DIVISION: Planning, Multimodal, and Grants Administration

LOCATION: Ewing

UNIT: Local Aid & Economic Development

SALARY: \$22 per hour

POSITION: 1

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.

Unit Description:

The Division of Local Aid and Economic Development within the NJDOT works with county and municipal government through State and Federal Aid programs to improve the efficiency and effectiveness of the local transportation system. This unit is responsible to advance projects that enhance safety, renew the aging infrastructure, and support the State's economy and new transportation opportunities.

Position Description:

Prospective candidate will have the opportunity to work on various Local Aid programs and projects in the Division Office located in NJDOT Headquarters, Ewing, NJ.

Duties include the following:

- Assist management in collecting, organizing and maintaining program and/or functional documentation and materials
- Perform a variety of program support functions, such as inputting, assigning, maintaining, monitoring, or updating work status and records as well as administering and performing other support activities
- Participate in meetings, events, and briefings
- Prepare a variety of correspondence, memoranda, and briefing information as requested
- Perform small tasks of reviewing or checking documents for errors, assist in collecting and maintaining project documentation
- Conducting visiting project sites, attending coordination meetings with various stakeholders
- Other basic tasks as needed in the office

Preferred Qualities/Experience:

- The ability to understand and execute orders
- Strong observation skills
- Knowledge of engineering standards and principles (if Engineer)
- Responding to queries
- Detail oriented
- Good customer Service
- Quick learner
- Familiar with MS
- Good communicator (phone, email, etc.)

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