



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services

POSTING #: 22-00404

TITLE: Temporary Employee Services (TES)

ISSUE DATE: 12/23/2022

TITLE CODE:

CLOSING DATE: 1/31/2023

DIVISION: Government & Community Relations

LOCATION: Ewing

UNIT: Legislation Administration & Regulatory Action

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 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.

Position Description:

This position reports to the Manager of Legislative Analysis, Office of Legislative, Regulatory and Administrative Actions. Responsibilities include the following:

- Working as part of and in collaboration with the members of various transportation departments on policy reviews and commenting on potential legislation.
- Functioning as secondary liaison between NJDOT and elected officials
- The ability to travel for meetings outside the NJDOT facility, including the NJ Statehouse.
- Assist members of the Office of Legislative, Regulatory and Administrative Actions on a multitude of projects
- Communicating policy issues or concerns to management that come up in the field
- Answering incoming calls for the Office of Legislative, Regulatory and Administrative Actions

Preferred Qualities/Experience:

A third - or fourth - year student pursuing a degree in Political Science, Communications, History, Pre - Law or any 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

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