



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

**POSTING #:** 22-00402

**TITLE:** Temporary Employee Services (TES) - Regional Area Coord. Asst.

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

**TITLE CODE:**

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

**DIVISION:** Government, Community & Constituent Relations

**LOCATION:** Ewing

**UNIT:** Office of Community Relations

**SALARY:** \$22 per hour

**POSITION:** 4

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.

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.

**Unit Description:** Regional Area Coordinator Assistant

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 Director, Office of Government and Community Relations. Responsibilities include the following:

- 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
- Functioning as primary liaison between NJDOT project teams and the communities
- Scheduling and conducting public information meetings and hearings related to NJDOT projects
- Assist regional coordinators 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/Experience:**

- 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**

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**