



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services

POSTING #: 24-00159

TITLE: Temporary Employee Services (TES) - Communications

ISSUE DATE: 4/24/2024

TITLE CODE:

CLOSING DATE: 5/8/2024

DIVISION: Government and Community Relations

LOCATION: Ewing

UNIT: Communications Office

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.

Communications represents NJDOT to the media and the general public and is responsible for all interactions with the media. The Communications Unit supports the Department's strategic goals and objectives.

POSITION DESCRIPTION:

This position will support following functions:

- Answer phones and relay inquiries to press team
- Research media requests
- Assist in review of responses to the media
- Assist with Traffic Advisories
- Assist with preparation for any press conferences
- Assist team with preparation, coordination and follow up of meetings related to all communications projects included but not limited to social media, graphics, video production, press releases, press conferences and special events
- Assist with any public relations campaign project work, meetings, data gathering, analysis reports, etc.
- Assist with copy editing on remarks (speeches), brief, press releases, scripts, traffic advisories, etc.

PREFERRED QUALITIES:

- A third - year student pursuing a degree in fields related to communications

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