

Internship ID# SM14SS01

NEW JERSEY DEPARTMENT OF TRANSPORTATION

INTERNSHIP OPPORTUNITY

Internship/Semester: Summer

Internship Type: Non-Credit

Intern Level: Undergraduate

Suggested Background and/or Knowledge:

Clerical and Data Entry experience. Knowledge of MS Office (Word, Excel and Access) recommended. Knowledge of office practices. Ability to organize files.

NJDOT Division/Unit/Program Area Offering the Internship:

Division of Support Services, Bureau of Employee Safety

Description of NJDOT Division/Unit/Program Area Offering the Internship:

Responsible for the administration of the workplace safety and health program for NJDOT.

Internship Location:

NJDOT Headquarters
1035 Parkway Avenue
Trenton, New Jersey 08625

Internship Project Description:

Organize Bureau files and documents. Perform data entry related to the workplace safety and health program. Assist with the collection of data. Generate reports related to the data findings.

Estimated Project Duration and Suggested Weekly Work Schedule:

3 to 4 months with minimum of 1 or 2 days per week

Internship Learning Objectives/Marketable Skills:

Office Procedures, Classifying, verifying and recording data. Compiling and collecting data for reports. Develop communication and teamwork skills.

Intern will be trained in the following area(s):

Students assigned to this Division will gain an overview of Departmental Safety programs and may accompany inspectors on field visits to complete safety inspections, training sessions and facility audits.

Attend staff meetings to learn about topics within the Bureau and how they are addressed.

Students will be introduced to day to day processes requiring interaction with other units within the Department and other state agencies. They will learn about other units and the intra and inter-department systems.