

Internship ID# SM14SSAD01

NEW JERSEY DEPARTMENT OF TRANSPORTATION

INTERNSHIP OPPORTUNITY

Internship/Semester: Summer

Internship Type: Non-Credit

Intern Level: Undergraduate/Graduate School

Suggested Background and/or Knowledge:

Training, Presentational or Publishing experience. Knowledge of MS Office (Word, Excel, PowerPoint and Access) recommended. Knowledge of office practices. Ability to organize and compile findings.

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 related to training and Safety Manual revision. Compile training information related to the workplace safety and health program. Assist with development of training programs and safety procedures related to workplace safety & health. Generate reports related to the data findings. Assist with the collection and analysis of data.

Estimated Project Duration and Suggested Weekly Work Schedule:

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

Internship Learning Objectives/Marketable Skills:

Office Procedures, Knowledge of Word, Excel, PowerPoint and Access. Classifying, verifying and recording data. Compiling and collecting data for reports. Preparing presentations. Develop communication and teamwork skills. Ability to perform work requiring close detail.

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.