

**New Jersey Department of Transportation
Bureau of Research**

Date of Announcement 10/16/17
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Closing Date 10/30/17

**Bachelor's Degree Graduate or Graduate Student Paid Internship in
Division of Capital Investment Planning & Development
Budget Analyst**

Posting No. 2017-09

1 - PROBLEM STATEMENT, BACKGROUND, AND OBJECTIVES

1-1. Purpose. This posting provides, to those Bachelor's-level or graduate-level students interested in the subject posting, sufficient information to enable them to prepare and submit a letter of interest, resume, and internship application for New Jersey Department of Transportation's (NJDOT's) consideration on behalf of the State of New Jersey to satisfy a need for the internship.

1-2. Issuing Office. The Bureau of Research ("Issuing Office") has issued this posting on behalf of the NJDOT Division of Capital Investment Planning & Development (CIPD). The sole point of contact in the NJDOT for this posting shall be the acting Research Bureau Manager ("Issuing Officer"), Amanda Gendek, Bureau of Research, NJDOT 1035 Parkway Avenue Trenton NJ 08625, Research.Bureau@dot.nj.gov. Please refer all inquiries to the Issuing Officer.

1-3. Problem Statement. The State Transportation Improvement Program (STIP) is a fiscally constrained 10-year budget document which presents a comprehensive, one-volume guide to major transportation improvements planned in the State of New Jersey. It serves as the reference document required under federal regulations (23 CFR 450.216) for use by the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) in approving the expenditure of federal funds for transportation projects in New Jersey. E-STIP is an application that provides current information about the STIP for the State of New Jersey. The e-STIP application reflects all modifications and amendments to the STIP as such changes to the program are adopted. The modified and amended STIP is available for viewing through the e-STIP system available on the NJDOT website.

2 – INTERNSHIP OBJECTIVES

The NJDOT Bureau of Capital Program Development (CPD) requires assistance in the identification, preparation and submission of project modifications or amendments to the STIP in accordance with federal procedures. These objectives shall be carried out in a clear manner and shall be accompanied by accurate accounting of fiscal constraint. Assistance is also required to map the STIP upon final approval utilizing geographic information system (GIS) software.

Under supervision, responsibilities include:

- assistance in the preparation, execution, and analysis of the budget, including problem identification and resolution;
- compilation, analysis, and tracking of program and budgetary information gathered from a variety of sources;

- technical and substantive review of budgetary data, appropriations language, program performance data, and other information;
- preparation of associated tables, reports, comments, etc.; and a variety of data management and administrative tasks associated with budget analysis.

The duration is anticipated to be up to two (2) years maximum. Compensation will be at an hourly rate.

3 – REQUIREMENTS

- business and/or financial background
- good interpersonal and communication skills
- experience with Geographical Information Systems (GIS) is not required, but preferred

4 – CONTACTS

Questions on this posting **shall not** be directed to any Research Project Manager, Research Customer, or any other NJDOT person. All questions are to be directed to Research.Bureau@dot.nj.gov.

5 - DEADLINE

**Letter of Interest, Resume, and Internship Application (3 copies/ea.)
are due at the NJDOT Bureau of Research
no later than 4:00 p.m. on October 30, 2017**

DELIVERY INSTRUCTIONS:

For email:

Research.Bureau@dot.nj.gov

For private, paid messenger services such as Federal Express, DHL, UPS, etc., or for hand-carried deliveries:

Posting No. 2017-09
New Jersey Department of Transportation
Bureau of Research
1035 Parkway Avenue
Trenton, New Jersey 08625-0600

For U.S. Postal Service mail:

New Jersey Department of Transportation
ATTN: Amanda Gendek
Acting Manager, Bureau of Research
P.O. Box 600
Trenton, New Jersey 08625-0600