

Internship ID# SM16GCR

NEW JERSEY DEPARTMENT OF TRANSPORTATION

INTERNSHIP OPPORTUNITY

Internship/Semester: Summer 2016

Internship Type: Non-Paid

Intern Level: Undergraduate

Suggested Background and/or Knowledge

Must have interpersonal skills, as well as organizational, problem-solving, research and communication skills.

NJDOT Division/Unit/Program Area Offering the Internship

Division of Government and Community Relations

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

The Communications Office oversees the planning and execution of all media events for the Commissioner of the New Jersey Department of Transportation (NJDOT). Also provides accurate/timely information requested by media regarding the administration's transportation policies and initiatives, and NJDOT's programs and projects.

Internship Location

NJDOT Headquarters
1035 Parkway Avenue
Trenton. NJ 08625

Internship Project Description

Assist in the coordination and drafting of opinion-editorial (op-ed), letters to the editor, public speeches, and other written material. Writes and edits press releases, news advisories, and media briefing and research press/media inquiries.

Estimated Project Duration and Suggested Weekly Work Schedule

Two to three days a week, 7 hours a day.

Internship Learning Objectives/Marketable Skills

Intern will gain knowledge and understanding in multiple areas such as:

- The functions of a communications office, which may include communications strategy development.
- Development of communications, teamwork, problem solving and organizational techniques.
- Take information provided by subject matter experts and translate into general terms for the general public.
- Appropriate information to disclose and withhold.
- How to write a press release or media advisory.
- Customer service.
- Workplace safety procedures.