

Internship ID# SM14CIVILRIGHTS02

NEW JERSEY DEPARTMENT OF TRANSPORTATION

INTERNSHIP OPPORTUNITY

Internship/Semester: Summer

Internship Type: Non-Credit

Intern Level: Undergraduate

Suggested Background and/or Knowledge:

Computer skills – Microsoft Office: Word, Excel, PowerPoint, Data Entry, Administrative & Clerical Skills

NJDOT Division/Unit/Program Area Offering the Internship:

Division of Civil Rights & Affirmative Action, Contract Compliance Unit

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

The unit monitors subcontracting, employment and training opportunities on New Jersey Department of Transportation (NJDOT) federally funded and NJ state funded contracts. It ensures that highway construction funds allocated to those contracts are spent in a manner that encourages and supports employment of individuals regardless of race, color, religion, sex, national origin, age or disability.

By maintaining a Contract Compliance Program, the NJDOT ensures the contractors meet these objectives:

- **Subcontracting Goals**

To ensure the participation of Disadvantaged Business Enterprises (DBEs) and Small Business Enterprises (SBEs) as subcontractors in federal and state contracts, according to 49 CFR Part 26 (Federal laws) and N.J.A.C. 17:14 (Administrative Code), prime contractors must meet NJDOT's goals set by the Division of Civil Rights and Affirmative Action.

- **Workforce (Equal Employment Opportunity-EEO) Goals**

To ensure equal employment opportunity, NJDOT monitors the contractor's compliance with Executive Order 11246 and 41 CFR Part 60 (Federal laws) that prohibits discrimination against minorities and women and requires contractors to apply affirmative action.

The Contract Compliance Unit monitors contractors according to the rules and regulations of the affirmative action aspects of the contractor's workforce utilization plans. Contractors and subcontractors are required to submit regular reports documenting the number of employees and hours worked, with specific information on new hires, terminations and trainees.

- **Training Goals**

The Training Special Provisions requires contractors make every effort to enroll minority and female trainees in the contract training program.

All contractors must comply with the contract requirements as they are outlined in the contract special provisions. This section stipulates the contractor's DBE and EEO training requirements.

- **Documentation Goals**

To meet the DBE, SBE, and EEO workforce and training requirements for both state and federally-funded project contracts, the Contract Compliance Unit requires the contractors to complete and submit specific forms to the project's Resident Engineer.

Internship Location:

NJDOT Headquarters
Division of Civil Rights & Affirmative Action
1035 Parkway Avenue
Ewing, NJ 08625

Internship Project Description:

Data entry of various tracking information related to project trainees, project goals and subcontracting information. Creating/editing of various tracking systems & PowerPoint presentations. Filing; other duties as determined and needed.

Estimated Project Duration and Suggested Weekly Work Schedule:

3-4 months
8:30 AM – 3:00 PM
3-5 days/week
Duration, work hours and number of days per week are negotiable.

Internship Learning Objectives/Marketable Skills:

Computer skills, database management, team work, project management skills, and ability to establish project schedules.

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

Intern will be introduced to State Policies Prohibiting Discrimination. Supervisor will provide a brief explanation of the NJDOT organization and major work areas and the basic function of each. Explanation of the Division of Civil Rights & Affirmative Action – responsibilities, work units and their functions, with an emphasis on the Contract Compliance Unit. This includes distributing the NJDOT Civil Rights & Affirmative Action brochure as well as providing a graphic showing work units and staff assigned to each work unit. The project delivery process – planning, design, bid, award, & construction, and where the Contract Compliance Unit fits in the process, including how the unit's work is assigned to three employees based on location of the project (i.e.: Regions (North, Central & South.) will be explained.