



NEW JERSEY DEPARTMENT OF TRANSPORTATION
Temporary Employee Services

POSTING #: 24-00281

TITLE: Temporary Employee Services (TES) - Analyst

ISSUE DATE: 8/5/2024

TITLE CODE:

CLOSING DATE: 8/26/2024

DIVISION: Capital Program Management

LOCATION: Ewing

UNIT: Project Management Office

SALARY: \$22 per hour

POSITION: 1

FALL WORK PROGRAM

The New Jersey Department of Transportation (NJDOT) is seeking currently enrolled college students who are interested in hourly employment opportunities for Fall 2024.

The New Jersey Department of Transportation plans, designs, builds, and maintains New Jersey's transportation network. The Department is offering positions that will allow students to work on an hourly basis throughout the Fall of 2024. Hours of work are flexible and will be determined by the hiring unit but will not exceed 40 hours per week.

POSITION DESCRIPTION

The Division of Project Management has the overall responsibility for the delivery of all assigned capital projects on schedule, within budget and of high quality from concept development through the completion of construction. The Division consists of four Project Management teams, each of which are responsible for a specific geographic area of the State and the Program Management Office (PMO). The four Project Management teams are at the center of the project management team approach, planning and directing the project activities to ensure timely completion of assigned projects. This includes coordination during Concept Development phase, oversight of the design consultant selection and agreement process, managing both in - house and consultant design, managing Preliminary Engineering & Final Design phases, oversight of the construction contractor bid and award, and managing the project through construction closeout. The PMO provides support to these project management teams through providing project cost estimations, budget change management, schedule management expertise, process development, federal and other interagency coordination, and project management principals and information system based training.

Job Duties:

- Developing activity duration trends across like capital projects
- Project cost estimates versus project cost actuals
- Historical Data Comparisons
- Learn about the tools and practices utilized to manage scope, schedule, budget, quality, and community expectations effectively on assigned projects.

Requirements and Preferred Skills:

- A third year student
- Strong in Data and Business analytics

WORK AUTHORIZATION

Applicants must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services regulations. NJDOT does not provide sponsorship or accept student OPT/CPT program, F1 or H1B work authorization visas.

TO APPLY

Submit your application through the NJDOT website at:

<https://www.state.nj.us/transportation/about/employ/openings.shtm>

Submit a complete packet by the closing date that includes the following documents:

- NJ State Application for Employment (Application instructions can be found at link above)
- Letter of interest
- Current resume
- Copy of unofficial transcript OR foreign degree evaluation

IMPORTANT NOTES

Incomplete Packets: Applicants MAY NOT be considered if they fail to provide all requested documents upon initial submittal or fail to follow instructions when submitting electronically. Applicants will be selected for an interview on the basis of their application/resume.

Current NJDOT employees are not eligible for this opportunity.

Please note that this position is an hourly temporary role for Fall of 2024 and does not offer a benefits package.

NJDOT provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please email dot - hr.ada@dot.nj.gov. Determinations on requests for reasonable accommodation will be made on a case - by - case basis.

SAME APPLICANTS: If you are under the NJ "SAME" program, your supporting documents (Schedule A or B letter), must be submitted along with your resume by closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml> , email: SAME@csc.nj.gov , or call CSC 609 - 292 - 4144, option 3.

New Jersey Is An Equal Opportunity Employer