

City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

DOT Administration Academic Credit Intern

Agency:	Department of Transportation (DOT)
Date Opened:	12/22/2017
Filing Deadline:	Continuous
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
<p>The Department of Transportation provides the City of Baltimore with a comprehensive and modern transportation system that integrates all modes of travel and provides mobility and accessibility in a convenient, safe and cost-effective manner.</p>	
Location of Position	
Benton Building, 417 E. Fayette Street, Baltimore, MD 21202	
Position Duties	
<p>DOT Administration oversees and directs the overall operations of the agency. The intern selected for this role will be exposed to policy issues, critical decision-making, and other high-level tasks associated with agency management. A typical day will include briefings with the DOT Director, meetings with various stakeholders, site visits to DOT facilities and projects, and preparing and reviewing documents, among other functions relating to agency operations.</p> <p>The Intern's primary projects will include roles on various projects relating to overall agency operations; however the main role for the intern will be assisting with the relocation of several DOT divisions to a new facility. DOT closed on the purchase of a new building in December of 2016, and several divisions will be consolidating operations into the new facility in 2017. The intern will be involved in all aspects of the consolidation project from floor plan layout, purchase of new equipment and supplies, physical relocation, facility and logistics management, and other issues as they arise. The project will be an excellent opportunity to perform comprehensive project management and to learn about government administration.</p>	
Preferred Qualifications	
<ul style="list-style-type: none">• Pursuing a degree in project management, Planning and Logistics Management, Facilities Management, Procurement, Public Administration or related field from an accredited college or university.• The Intern should have excellent written and verbal communication skills• Ability to problem solve and think critically• Intern must be self-motivated with the ability to follow directions and work both independently and within a group environment to accomplish tasks with accuracy and within tight deadlines.• Intern must be responsible, prompt, courteous; and have excellent attention to details.• Proficiency in Microsoft Word and Excel• Ability to multitask and work on multiple projects at once• Ability to work on projects and maintain confidential information	
Drug & Alcohol Testing	
Candidates selected for this internship will be required to submit to drug and alcohol testing.	
Criminal Background Check	
Candidates selected for this internship required to authorize the release of and successfully complete a criminal	

background check.

Eligibility

All ACIP, student applicants must:

- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process

- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:

- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources

City of Baltimore

ATTN: Njukang (NJ) Asong

201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*

