

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

**Date of
Announcement
06/23/17**

**Closing Date
07/07/17**

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

Posting No. 2017-08

1 - PROBLEM STATEMENT, BACKGROUND, AND OBJECTIVES

1-1. Purpose. This posting provides, to those recent Bachelor's degree graduates 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 Research Bureau Manager ("Issuing Officer"), Camille Crichton-Summers, 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. The STIP is a valuable reference for implementing agencies such as the New Jersey Department of Transportation (NJDOT) and the New Jersey Transit Corporation (NJ TRANSIT), and all those interested in transportation issues in this state. 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.

Federal legislation requires that each state develop one multimodal STIP for all areas of the state. In New Jersey, the STIP consists of a listing of statewide line items and programs, as well as the regional Transportation Improvement Program (TIP) projects, all of which were developed by the three Metropolitan Planning Organizations (MPOs). The TIPs contain funding for local and state highway projects, statewide line items and programs, as well as public transit and authority sponsored projects.

E-STIP is an application that provides current information about the STIP for the State of New Jersey for federal fiscal years. The e-STIP application reflects all modifications and amendments to the STIP as such changes to the program are adopted. The STIP may be modified or amended at any time according to the procedures set forth in the Memorandum of Understanding (MOU) for TIP/STIP changes between the three MPOs and the NJDOT. STIP changes, once approved by the MPOs and NJDOT, are forwarded to the FHWA for their approval, when necessary. The modified and amended STIP is available for viewing through the e-STIP system available on the NJDOT website.

2 – INTERNSHIP OBJECTIVES

The NJDOT Division of Capital Investment Planning & Development (CIPD) requires assistance in the identification, preparation and submission of project modifications or amendments to the STIP in accordance with the MOU for TIP/STIP changes between the three MPOs and NJDOT. 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.

3 – REQUIREMENTS

- Bachelor's degree, graduate-level student preferred
- business and/or financial background
- experience with Geographical Information Systems (GIS) is not required, but preferred
- good interpersonal and communication skills

4 - INTERNSHIP DURATION & COMPENSATION

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

5 – 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 the Bureau Manager by sending an e-mail to Research.Bureau@dot.nj.gov or by phone (609-530-5966).

6 - DEADLINE

Letter of Interest, Resume, and Internship Application (3 copies/ea.)

are due at the NJDOT Bureau of Research

no later than 5:00 p.m. on July 7, 2017

DELIVERY INSTRUCTIONS:

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

Posting No. 2017-08
New Jersey Department of Transportation
Bureau of Research
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For U.S. Postal Service mail:

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