



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Monica Tibbits-Nutt, Acting Secretary & CEO



Internal/External Job Posting

Requisition ID: 23000AWO
Posting Date: October 19, 2023
Closing Date: Open until filled
Official Title: Contracted Student Intern
Functional Title: Virtual Public Meetings Intern Summer 2024
Location: Planning and Enterprise Services – Chief Operating Office
10 Park Plaza, Boston, MA
Vacancies: 1
Salary: \$20.00 per hour
Shift: Day
Bargaining Unit: Non Bargaining
Diversity Officer: Derrick Mann – 857-368-8541
ADA Coordinator: Derrick Mann – 857-368-8541

Position Summary:

The Virtual Meetings co-intern will work with the Assistant Secretary of Operations as well as the cross agency Virtual Public Involvement Team to formalize a process of tracking and managing the activities, meetings, and goals of the team.

Duties and Responsibilities:

- Scheduling of internal staff to support project managers in planning and producing virtual public meetings.
- Create and develop a system for staff to sign up and volunteer to lead or support meetings.
- Tracking requests for meeting support and assignments of support staff.
- Develop a dashboard site to easy reference and tracking.
- Organizing support documents on a share point site.
- Develop a community sharing page for internal best practice and lessons learned sharing.
- Other tasks as needed.

Preferred Qualifications:

- Communication (written and oral) and organizational skills.

Ten Park Plaza, Suite 4160, Boston, MA 02116
Tel: 857-368-4636, TTY: 857-368-0655
mass.gov/massdot

- Experience with scheduling, tracking and monitoring data.
- Basic Microsoft Office (Excel, Word, Powerpoint) skills and working with dashboard.
- Knowledge of Google Analytics.
- Experience with optimizing content for user experience as well as SEO effectiveness.

About MassDOT:

The 4,000+ employees of [Massachusetts Department of Transportation \(MassDOT\)](#) takes great pride in connecting the Commonwealth's residents and communities. MassDOT is responsible for developing, implementing, and coordinating transportation policies and projects for the Commonwealth of Massachusetts and to efficiently plan, design, construct, and maintain a safe statewide transportation system which effectively meets the transportation needs of the Commonwealth. Information about MassDOT's inclusive culture and career opportunities can be found at mass.gov/massdot-careers.

MassDOT's divisions include: Highway, Registry of Motor Vehicles, Aeronautics, and Rail & Transit. Headquarters (Planning & Enterprise Services) provides business and administrative support and policy leadership for each of the four (4) divisions.

Minimum Entrance Requirements

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

All job applications must be submitted online through MassCareers to be considered.

Please provide a complete, accurate and current resume / application for MassDOT to review in order to determine if your submitted materials meet the minimum entrance requirements for the position.

Must be enrolled in a full-time bachelor's degree program for fall 2024.

- For questions regarding the job posting, email alaina.seitz@dot.state.ma.us.
- For general questions regarding MassDOT, call the Human Resources Service Center at 857-368-4722.
- For a disability-related reasonable accommodation or alternative application method, call Derrick Mann, Diversity Officer – 857-368-8541.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.