**2021 Internship Program Guidelines**

**Program Objectives:**

1. Provide experience for department positions requiring post-secondary education or technical training. The job title and area of each intern position will determine the job duties performed (see title listing below). Duties may range from technician-level to entry-level professional depending on student knowledge, skills, and abilities.
2. Promote full-time career opportunities with the department.
3. Assist in meeting work program needs during peak periods throughout the year.

**Intern Eligibility:**

**Administrative Intern Titles; Engineering and Information Systems Intern Titles**

1. Must be enrolled in a relevant bachelor’s or post-bachelor’s degree program; for engineering candidates, program must be ABET-accredited.
2. Must possess, and maintain, an overall GPA of 2.0 or higher out of 4.0.
3. Must have completed at least 30 credit hours.

**Pre-College Intern Titles**

1. Must be at least 18 years old.
2. Must have a high school diploma or have passed a GED/HiSET exam.
3. Must be enrolled in a relevant bachelor’s degree program.

**Technical Intern Titles**

1. Equipment Technician Intern and Traffic Signal and Lighting Intern: Must have completed high school or GED/HiSET exam and be enrolled in a related vocational-technical or associate’s degree program.
2. Survey Intern: Must have completed high school or GED/HiSET exam and be enrolled in accredited survey-related courses.

**Intern Categories and Available Titles:**

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| --- | --- |
| Administrative Category | |
| Audits and Investigations Intern | R09954 |
| Chemist Intern | R09949 |
| Communications Intern | R09953 |
| Financial Services Intern | R09955 |
| General Services Intern | R09001 |
| Historic Preservation Intern | R09972 |
| Human Resources Intern | R09963 |
| Legal Intern | R09970 |
| Motor Carrier Services Intern | R09032 |
| Planning Intern | R09965 |
| Right of Way Intern | R09923 |
| Roadside Management Intern | R09964 |
| Safety Intern | R09959 |

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| --- | --- |
| Engineering and Information Systems Category | |
| Bridge Intern | R09992 |
| Bridge Inspection Intern | R09002 |
| Construction Intern | R09990 |
| Design Intern | R09991 |
| Geographic Information Systems Intern | R09928 |
| Geology Intern | R09031 |
| Information Systems Intern | R09962 |
| Maintenance Intern | R09952 |
| Materials Intern | R09960 |
| Traffic Intern | R09961 |

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| --- | --- |
| Pre-College Category | |
| Pre-College Administrative Intern – Any department area; assigned non-safety sensitive and non-physically demanding duties. | R09898 |
| Pre-College Field Intern – Any department area; assigned safety sensitive and/or physically demanding duties. | R09899 |

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| Technical Category | |
| Equipment Technician Intern | R09950 |
| Survey Intern | R09030 |
| Traffic Signal and Lighting Intern | R09034 |

**Intern Wage Schedules:**

Interns in the Administrative or Engineering and Information Systems categories who already possess a bachelor’s degree, and are currently enrolled in a post-bachelor’s program, may be assigned the highest hourly rate in the appropriate schedule.

External internships may be considered when determining the hourly rate.

To determine rates for year-round, or otherwise "non-summer", interns each 480 hours already worked may be treated as 1 previous summer.

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| Administrative Intern Titles | |
| Number of Previous  Summers Worked | Hourly Rate |
| None | $10.30 |
| 1 | $10.54 |
| 2 | $11.46 |
| 3+ | $13.16 |

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| --- | --- |
| Engineering and Information Systems Intern Titles | |
| Number of Previous  Summers Worked | Hourly Rate |
| None | $11.87 |
| 1 | $12.72 |
| 2 | $13.63 |
| 3+ | $15.42 |

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| Pre-College Intern Titles |
| $10.30 per hour |

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| --- | --- |
| Technical Intern Titles | |
| Less than 30 credit hours | $10.30 per hour |
| 30+ credit hours | $10.77 per hour |