

**What we offer:**

Each fall every division will evaluate their need for a summer intern and submit their requests to the Human Resources' office.

**Common degrees we recruit:**

Accounting and Audit	Biology
Human Resources	Aviation Management
Business Management/Administration	Information Services/Computer Science
Civil Engineering	Mathematics/Statistics
Construction Engineering Technology	Marketing
Environmental Engineering	Drafting Design
Transportation Planning/Urban Planning	Environmental Studies/GIS

**Past years we have employed interns in the following Divisions:**

Accounting and Internal Audit	Geotechnical Engineering
Civil Engineering	Rail, Transit, and Planning
Information Services Division	Public Relations and Marketing
Environmental Engineering	Aeronautics
Human Resources	Motor Carrier Services
Construction Engineering	

**Eligibility Requirements:**

Must be currently enrolled in a College, University, or Technical School

Must have completed at least 60 academic credits or 30 credits if enrolled in Technical School

Be in good academic standing

**Application Process:**

Click on the 'Current Openings' tab to find the job posting. A user name and password will need to be set up in order to start application process. Please fill out the first page of the application and include your resume, cover letter, and unofficial transcripts.

Questions can be directed to Katie Potts by e-mail at [kpotts@mt.gov](mailto:kpotts@mt.gov) or by phone at 406-444-7481.

**Work Schedule:**

The program typically starts mid-May and runs through the end of August. The department will be as flexible as possible with start and end dates in order to work with different university schedules. However, interns must start on or before May 21, 2012 unless attending school on a quarter system.

Students will work 40 hour weeks Monday-Friday; Construction Engineering Interns will work 40+ hours a week at times.

Interns will work in Helena at the Headquarters Office and Engineering Interns will work in outlying district offices. These offices are located in Great Falls, Butte, Billings, Glendive, and Missoula; as well as the Helena office. Placement is dependent upon department needs and upcoming projects. Please be aware that working for a district office can mean placement in other areas as well. For example in 2011, one intern working in the Great Falls district actually worked and lived in Havre.

**Salary Range:**

Pay is dependent upon education, experience, and occupation. MDT interns are paid competitive wages that average \$12.00-\$15.00 per hour.

**Benefits:**

Students obtaining employment through the internship program will not be eligible for benefits such as health insurance, paid holidays, earned vacation and sick leave. Interns cannot become permanent employees without applying for permanent positions.

**University Credit:**

Receiving academic credit for internship is governed by the university. MDT will be corporative in providing any information the university needs for students to receive credit.