

**NORTH DAKOTA DEPARTMENT OF TRANSPORTATION
CO-OPS/INTERNSHIPS
Summer 2012**

COMMUNICATIONS

\$13.03 to \$13.69 per hour (*depending on experience*)
DEADLINE TO APPLY: 5:00 p.m. on Wednesday, February 29, 2012

May do a combination of all duties listed below based on need:

1. Work as a team member with the Communications Division staff including writing articles for publication, news releases, and reports.
2. Develop PowerPoint presentations, speeches, talking points, video scripts, and testimony.
3. Create print ads, radio ads, television ads, and website content.

MINIMUM REQUIREMENTS:

Must be enrolled in an undergraduate degree program.

Must have strong writing skills, including punctuation and grammar. Requires a high degree of oral & written communication skills and the ability to work effectively with many different types of people. Must be able to follow supervisor's directives. Must be able to work under deadlines and multi-task with the ability to transition smoothly and quickly from one task to another when necessary.

Must have a high level of personal computer skills and know Microsoft Word, desktop publishing, or be able to learn one of them quickly. Requires normal vision with or without correction and the physical mobility compatible with an office setting.

Applicants with disabilities should contact Marie Nelson at 701-328-4358 in advance of applying to discuss any special provisions needed for applying or interviewing.

Requires satisfactory completion of the interview process and a verifiable record of satisfactory performance in previous employment.

**** If you are interested in earning co-op credit for your internship,
visit your college career center for details ****