

# HIGH SCHOOL

2019

Minnesota Department of Transportation

## PHOENIX INTERNSHIP PROGRAM



### Student Jobs/Paid Internships for High School Students

[www.mndot.gov/careers/phoenix.html](http://www.mndot.gov/careers/phoenix.html)

[www.pltw.org/](http://www.pltw.org/)

- Up to one year internship for juniors
- Students may work up to 15 hours per week during school year
- Students may work up to 40 hours per week during summers/breaks

**Pay Rate: \$12.29/hr - \$12.47/hr**

### Eligibility

- Students must be enrolled in a Project Lead the Way high School, or participating in Step Up, Right Track or EMERGE Youth Employment programs.
- Must be taking STEM/PLTW classes
- Must have completed junior year and going into senior year
- Must have at least a 3.0 GPA

### For more information contact Phoenix Program Manager:

Jessica Etukudo

MnDOT Office of Human Resources,  
395 John Ireland Blvd, MS 200

St Paul, MN 55155

P: (651) 366-3413

F: (651) 366-3401

To apply go to:

[www.mndot.gov/careers/phoenix.html](http://www.mndot.gov/careers/phoenix.html)



## Examples of internship positions

**Office:** Planning – District 2, 3920 Hwy 2 West, Bemidji, MN 56601

**Background:** PLTW (Engineering emphasis)

**Tasks:** Assist with writing project charters and scoping documents. Assist with data collection for upcoming projects and corridor assessments. Assist with the statewide bicycle plan update. GIS inventory and mapping.

**Office:** Hydraulics – District 7, 2151 Bassett Drive, Mankato, 56001

**Background:** PLTW (Engineering emphasis)

**Tasks:** Review and provide comment on contractor supplied as-built information. Draft plan details and sheets. Draft exhibits showing impacts of hydraulic designs for stakeholder review and approval. Draft exhibits showing impacts to wetlands, lakes, streams, and rivers for Regulatory Agency review. Draft permit applications for regulatory agencies.

**Office:** Bridge – 3485 Hadley Avenue North, Oakdale 55128

**Background:** PLTW (Engineering emphasis)

**Tasks:** Scan documents and enter them into the Electronic Data Management System EDMS. Assist with OWSA tasks (electronic file organization). Organize the Bridge Office resource area by removing outdated materials and ship items to the warehouse. Provide general support to the Bridge Office including filing, reception duties, copying, and entry level data entry.

**Office:** Maintenance, Building Services – Central Office, 395 John Ireland Blvd, Saint Paul 55155

**Background:** PLTW (Engineering emphasis)

**Tasks:** Visit construction sites with Project Managers/Engineers to take notes, photos, and document construction progress. Compile construction site visit notes in word for review/approval by the Project Manager/Engineer. In AutoCAD, draw standard details for MnDOT buildings and organize details into a library. Scan historic documents and file in the Building Services Digital direction. Creating informational documents such as brochures, booklets, etc.

**Office:** Design – Metro District (Waters Edge Building) 1500 W, County Rd B-2, Roseville 55113

**Background:** PLTW (Engineering emphasis)

**Tasks:** Learn and follow graphic standards for drafting plan sheets and layouts. Learn and apply software programs used for design. Learn how to produce design deliverables such as layouts or plan sets. Learn how to quantify cost, tabulations and other documentation. Look up project locations and information for permit review.

