

# Off-Campus Employment

*Job posted on 2014-01-16 by joanna.distefano; posting expires on 2014-04-01*

**Employer:** WV DOT

**Position:** Summer Employees

**Job Description:** Summer/Seasonal,

The West Virginia Department of Transportation's Summer Employment Program is intended to supply seasonal workers to various DOT organizations while providing employment opportunities for persons, particularly high school and college students, seeking temporary employment. Applicants must comply with the following standards in making application.

**Qualifications:** Applicants must be at least 18 years of age.

Applicants for summer employment may apply through either the WVDOT Summer Employment Program or through the Governor's Internship Program. Those selected through the Governor's Internship Program must be a full time student and will be eligible for a higher rate of pay as noted in Item 9 below.

Applications made under the WVDOT program must be made on the prescribed Summer Employment application form by April 1, 2014. Applicants applying under the Governor's Internship Program must use that application and meet all requirements of that program. When applying to the Governor's Internship Program, applicants must indicate "DOT" immediately following the listing of their college major.

Applications for the WVDOT program should be returned to the DOT location of preferred assignment by the deadline, but may also be submitted to the Human Resources Division at the address listed below.

Applicants **MUST** complete the Temporary Appointment Acknowledgement portion of the application. Any applications not completed accurately/completely will not be considered.

Application to the WVDOT program may be made for employment in a maximum of three (3) counties.

Application may be made for either clerical or field positions, or both. A very limited number of office clerical positions are available and may not be available at all locations. Persons who apply to and are accepted for employment through the Governor's Internship Program may be given preference for the available office clerical/administrative positions.

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Primarily, only one (1) applicant from a given family unit may be hired through the WVDOT program. If circumstances justify considering more than one, it must be documented in writing and submitted to the Human Resources Division for final determination.

The Summer Employment Program will start on Monday, May 19, 2014 and end on Friday, August 15, 2014. All employees hired through the WVDOT program will be paid \$7.25 per hour. Employees hired through the Governor's Internship Program will be paid \$8.00 per hour. No holiday, annual leave or sick leave will be earned or paid.

All summer employees must participate in Payroll Direct Deposit. The Direct Deposit must be to an account bearing the employee's name.

**Perferred Major(s):** Undecided or None; Accounting; Art - Graphics and Digital Media; Art - Studio Art; Associates Degree - Business; Associates Degree - Criminal Justice; Associates Degree - Forest Technology; Associates Degree - General Studies; Associates Degree - Land Surveying; Biology; Chemistry; Computer & Information Systems; Education - Early (PreK-K); Education - Elementary (K-6); Education - Health and Physical Education (PreK-Adult); Education - Middle School English (5-9); Education - Middle School General Math Algebra-I (5-9); Education - Middle School Science; Education - Middle School Social Studies (5-9); Education - Music (PreK-Adult); Education - Secondary Biological Science (9-Adult); Education - Secondary Business (5-Adult); Education - Secondary Chemistry (9-Adult); Education - Secondary Chemistry-Physics (9-Adult); Education - Secondary English (5-Adult); Education - Secondary General Science (5-Adult); Education - Secondary Mathematics (5-Adult); Education - Secondary Social Studies (5-Adult); Education - Special Education Multi-Categorical (K-6); Education -Secondary Spanish (5-Adult); English; History & Political Science; Interdisciplinary Studies (BA); Management; Marketing; Music - Bluegrass; Music - Instrumental; Music - Vocal; Music Performance; Music Technology; Natural Resource Management - Applied Science; Natural Resource Management - Business/Management; Natural Resource Management - Criminal Justice; Natural Resource Management - Environmental Science; Natural Resource Management - Forest Technology; Natural Resource Management - Land Surveying Technology; Natural Resource Management - Landman Technology; Pre-Nursing; Psychology/Sociology; Regents Bachelor of Arts; Resort Area Management; Sport Management;

**Application Instructions:** Persons interested in participating in this program may obtain an application from

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West Virginia DOT, Human Resources Division.

West Virginia Department Of Transportation

Human Resources Division

1900 Kanawha Boulevard East

Building Five, Room A-949

State Capitol Complex

Charleston, West Virginia 25305

Or you may download the necessary forms in Word or PDF format to apply for a position at the West Virginia Department of Transportation.

**Link:** <http://www.transportation.wv.gov/business-manager/human-resources/summer/Pages/SummerEmploymentProgram.a>