



DOT&PF-CR D&ES Internship Positions Available – Spring/Summer 2023

Date: January 31, 2023

Department: Transportation & Public Facilities

Position Open To: Alaska Residents enrolled in a qualified university degree program* in the U.S.

Job Title: College Intern (I/II/III/IV)

Salary: \$16.20 – \$20.57 Hourly

Dates of Hire: Spring/Summer 2023

Application Opening Date: _____

Application Closing Date: _____

Location: Anchorage or Wasilla, AK

Sections: Highway Design, Traffic Design, Utilities, Aviation Design, Preliminary Design & Environmental, Survey, Right of Way

JOB DESCRIPTION The Alaska Department of Transportation and Public Facilities (DOT&PF) is recruiting to fill four (4) College Intern positions located in Anchorage or Wasilla. Each selected candidate will be assigned to support one of the following sections: Highway Design, Traffic Design, Utilities, Aviation Design, Preliminary Design & Environmental, Survey or Right of Way and may be rotated into other sections as need and interest warrant. Assignments will consider the skills and interests of the employee and the workload of each section.

Current needs are in Highway Design (based in Anchorage or Wasilla), Preliminary Design & Environmental (based in Anchorage), Traffic Design (Anchorage), and Utilities (Anchorage).

Duties may include assisting in the development of construction plans, specifications, and estimates; writing technical reports; and preparing calculations. Incumbents may also review ROW or Utility permit applications and/or inspect constructed improvements.

Applications may be retained for up to nine months to fill future vacancies in the program.

HOW TO APPLY: Complete and submit your application packet by the Application Closing Date to **Julia Hanson** at julia.hanson@alaska.gov. Applications can also be submitted through Workplace Alaska at <https://www.governmentjobs.com/careers/alaska/transferjobs>

YOUR APPLICATION PACKET MUST INCLUDE: Completed State of Alaska Standard Application, Supplemental Questions, resume, 1 faculty reference and 1 work reference (if applicable), and Unofficial Transcripts.

MINIMUM QUALIFICATIONS: All applicants must have a minimum 2.5 grade point average (GPA) and be enrolled as a full-time student (12 credit hours) for the spring 2023 semester. For spring/summer internships, students must have a minimum 2.5 GPA in the prior semester for which they are applying (ex: fall semester GPA is 2.5 or better when applying for spring semester internship). Upon hiring, interns must maintain a minimum 2.5 GPA and full-time enrollment throughout their internship.

*Applicants must be enrolled in Civil, Mechanical, Electrical, or Environmental Engineering; or Geomatics; or equivalent degree program at an ABET accredited university. For the definition of Alaska Residency go to: <http://doa.alaska.gov/dop/recruitment/alaskaRes/>

For more information, please contact:

Julia Hanson, CR D&ES Intern Coordinator
Highway Design Project Manager
907.269.0753 julia.hanson@alaska.gov

STATE OF ALASKA STANDARD EMPLOYMENT APPLICATION



**Workplace
Alaska**
State of Alaska Online Recruitment System
Alaska...Great Land,
Great People,
Great Jobs!

Recruitment Services
Department of Administration
Division of Personnel and Labor Relations
PO Box 110201
Juneau, AK 99811
1-800-587-0430 (toll free)
907-465-4095 (ph) 907-465-2576 (fax)
recruitment.services@alaska.gov (email)
<http://workplace.alaska.gov>

(This section for official use only)

Received: _____

**QUESTIONS WITH AN * REQUIRE A RESPONSE. YOUR APPLICATION MAY NOT BE CONSIDERED IF INCOMPLETE.
IF YOU REQUIRE MORE SPACE TO COMPLETE YOUR ANSWERS, ATTACH ADDITIONAL PAGES AS NEEDED.**

JOB INFORMATION

* JOB CODE (from the job posting):	* JOB TITLE:
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CONTACT INFORMATION

* FIRST NAME	MIDDLE INITIAL	* LAST NAME
* ADDRESS		
* CITY	* STATE	* ZIP
* PRIMARY PHONE	ALTERNATE PHONE	
* EMAIL ADDRESS	* WHICH METHOD DO YOU PREFER TO BE NOTIFIED ABOUT YOUR APPLICATION STATUS? <input type="checkbox"/> EMAIL OR <input type="checkbox"/> PAPER	

EDUCATION - HIGH SCHOOL

DID YOU GRADUATE FROM HIGH SCHOOL OR RECEIVE A G.E.D.? YES <input type="checkbox"/> NO <input type="checkbox"/>		
IF NO, WHAT WAS THE HIGHEST LEVEL COMPLETED? 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10 <input type="checkbox"/> 11 <input type="checkbox"/> 12 <input type="checkbox"/>		
SCHOOL NAME	CITY	STATE

EDUCATION - COLLEGE/UNIVERSITY

SCHOOL NAME	DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
MAJOR		
SCHOOL NAME	DEGREE RECEIVED	
SCHOOL LOCATION (CITY/STATE)	DID YOU GRADUATE? YES <input type="checkbox"/> NO <input type="checkbox"/>	<input type="checkbox"/> SEMESTER <input type="checkbox"/> QUARTER # OF UNITS COMPLETED:
MAJOR		

DRIVER'S LICENSE INFORMATION

* IF THE POSITION INVOLVES DRIVING, DO YOU HAVE A VALID LICENSE? YES <input type="checkbox"/> NO <input type="checkbox"/>	STATE WHERE ISSUED	CLASS
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CERTIFICATES & LICENSES

TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)
LICENSE NUMBER	ISSUING AGENCY	
TYPE	DATE ISSUED (MONTH/YEAR)	EXPIRATION DATE (MONTH/YEAR)
LICENSE NUMBER	ISSUING AGENCY	

***WORK HISTORY**

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER		SUPERVISOR (NAME)
HOURS WORKED PER WEEK	MONTHLY SALARY		SUPERVISOR (TITLE)
DUTIES			

REASON FOR LEAVING

DATES From	To	EMPLOYER	POSITION TITLE
ADDRESS	CITY		STATE
COMPANY WEBSITE	PHONE NUMBER		SUPERVISOR (NAME)
HOURS WORKED PER WEEK	MONTHLY SALARY		SUPERVISOR (TITLE)
DUTIES			

REASON FOR LEAVING

WORK HISTORY

DATES From _____ To _____	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME)
HOURS WORKED PER WEEK	MONTHLY SALARY	SUPERVISOR (TITLE)
DUTIES		

REASON FOR LEAVING

DATES From _____ To _____	EMPLOYER	POSITION TITLE
ADDRESS	CITY	STATE
COMPANY WEBSITE	PHONE NUMBER	SUPERVISOR (NAME)
HOURS WORKED PER WEEK	MONTHLY SALARY	SUPERVISOR (TITLE)
DUTIES		

REASON FOR LEAVING

***If you need more than 4 WORK HISTORY spaces, add additional pages ***

ADDITIONAL INFORMATION

Clinical Experience, Honors & Awards, Interests & Activities, Military Service, Personal, Professional Associations, Professional Memberships, Publications, Technical, Volunteer Experience, Other/Miscellaneous

REFERENCES

Please list references you wish to include (Personal/Professional). Please include: Name, title, phone number, email, and mailing address.

AGENCY WIDE QUESTIONS

The purpose of the following questions is to obtain additional job related information to evaluate you for the position "TO WHICH" you are applying or to provide us with statistics needed to evaluate our recruitment program as well as to prepare statistical reports required by Federal, State and local agencies. **You must answer all questions which are marked with an *.**

1. *Are you currently an Alaska resident?

- Yes – I meet the residency requirements as certified below.
- No – I do not meet the residency requirements described below. I've verified this position is open to All Applicants and I'm applying as a non-resident.

2. If you answered "Yes" to the above question you must verify how you meet State of Alaska residency requirements.

I certify I meet State of Alaska residency requirements as follows: (Please check all that apply)

- Currently domiciled in the State of Alaska
- Presently serving in the military with the intent of being domiciled in the State of Alaska upon completion of military service. If asked I will provide a DD Form 2058.
- Graduated from an accredited high school or post-secondary institution in the State of Alaska, or earned a General Equivalency Diploma (GED) while domiciled in Alaska.
- Presently enrolled in a post-secondary institution AND physically present in Alaska.

3. *Do you have a legal right to accept employment in the United States?

- Yes No

4. *If you are a man ages 18 through 25 and living in the U.S. you are required to register with Selective Service. It's the law. You may be denied employment if you have not registered.

Have you complied with this requirement?

- Yes
- No
- Not Applicable to Me

5. *Have you ever been convicted of a felony?

Note: For purposes of application with the State of Alaska this includes **all** convictions, even if you have received and/or completed a Suspended Imposition of Sentence, and even if the conviction has been set aside or expunged.

A criminal conviction, whether misdemeanor or felony, will not automatically disqualify or exclude you from employment with the State of Alaska.

You are required to provide true and complete information during the recruitment and selection process. If you intentionally or unintentionally conceal or otherwise provide a false statement of material fact in your application submission it will result in permanent loss of eligibility for employment with the State of Alaska.

If you are selected to advance to the interview phase you will need to provide a copy of your judgment when asked. The judgment will be used to determine if there is a nexus to the position prior to advancement.

Felony conviction? If yes, you must answer the question below.

Yes No

6. If you answered "Yes" to the felony conviction question you must provide an explanation including date and type of conviction(s):

7. *Have you been convicted of a misdemeanor within the past five (5) years?

Note: For purposes of application with the State of Alaska this includes **all** convictions, even if you have received and/or completed a Suspended Imposition of Sentence, and even if the conviction has been set aside or expunged.

A criminal conviction, whether misdemeanor or felony, will not automatically disqualify or exclude you from employment with the State of Alaska.

You are required to provide true and complete information during the recruitment and selection process. If you intentionally or unintentionally conceal or otherwise provide a false statement of material fact in your application submission it will result in permanent loss of eligibility for employment with the State of Alaska.

Misdemeanor conviction? If yes, you must answer the question below.

Yes No

8. If you answered "Yes" to the misdemeanor conviction question you must provide an explanation including date and type of conviction(s):

9. If you are currently a State of Alaska employee, identify your Bargaining Unit. If your Bargaining Unit is not listed select "not listed."

- General Government
- Supervisory
- Confidential
- Labor, Trades & Crafts
- Correctional Officers
- Public Employees Safety Association
- Not Listed

10. If you are a current or former State of Alaska employee, do you have Transfer or Rehire rights to the job class to which you are applying?

- Yes No

11. *Are you related to any person currently working for the department of the position to which you are applying?

Note: All applicants are required to disclose this information. State Policy prohibits employees from being in an employment relationship with an immediate family member, including a conjugal relationship that is not a legal marriage or with an individual who is related within and including the second degree of kindred.

If you answer "Yes", you must disclose the employee's name and your relationship if you are selected for an interview.

- Yes No

12. *Do you have any periods of State of Alaska employment that are not documented in the Work Experience section of your application?

Note: If "Yes", you are required to disclose this information in the section provided below.

- Yes No

13. Periods of State of Alaska employment not listed in the Work Experience section of my application are:

14. VETERANS' PREFERENCE:

Affirmative Action Notice to Veterans: The State of Alaska awards a hiring preference to qualified veteran applicants in accordance with Alaska Statute 39.25.159. This preference applies to qualified applicants who apply for positions open to "Alaska Residents Only" or "All Applicants." The State asks applicants to VOLUNTARILY disclose their veteran status. Disclosure is not required. If a veteran does not disclose his or her veteran status, no adverse action is taken. The information is used solely for affirmative action purposes and is confidential.

VETERAN / ALASKA NATIONAL GUARD:

Are you a veteran or member of the Alaska National Guard? Answer YES or NO below.

If "No" please proceed to the Equal Employment Opportunity Survey below.

If "Yes" you must answer this question and "Yes" to one of the following TWO questions to receive the employment preference.

Veteran?

Yes No

15. Are you a veteran or a member of the National Guard as described by either option "A" or "B" below?

A) Veteran is defined in Alaska Statute as:

(1) A person with 181 days or more active service in the armed forces of the United States who has been honorably discharged after having served during any period:

(a) between April 6, 1917 and December 1, 1919, between September 16, 1940 and December 31, 1947, or between June 27, 1950 and October 14, 1976, between August 2, 1990, and January 2, 1992, beginning September 11, 2001, and ending on the day prescribed by Presidential proclamation or by law as the last date of Operation Iraqi Freedom, or during any time period listed in 5 U.S.C. 2108(1); or
(b) in which the person was awarded a campaign badge, expedition medal, the Purple Heart, or an award or decoration for heroism or gallantry in action.

(2) who served 181 days or more in the Alaska Territorial Guard.

B) Member of the National Guard means a person who is presently serving as a member of the Alaska National Guard and who has at least eight years of service in the Alaska National Guard.

Do you certify that you meet the criteria described in either option A or B in this section, and therefore entitled to this employment preference?

Yes No

16. Are you a disabled veteran or former prisoner of war as described below?

Disabled veteran means a veteran who is entitled to compensation under laws administered by the U. S. Department of Veterans Affairs, a person who was honorably discharged or released from active duty because of a service-connected disability, or a person who was disabled in the line of duty while serving in the Alaska Territorial Guard.

Prisoner of war means a person who has been a prisoner of war during a declared war or other conflict as determined by the U. S. Department of Defense under federal regulations.

Do you certify that you are a disabled veteran or former prisoner of war as described in this section, and therefore entitled to this employment preference?

Yes No

17. How did you learn of this job opening? (Check all that apply)

- Alaska.Jobs
- Alaska Job Center
- ALEXsys - Alaska's Job Bank
- Alaska Native Business & Resource Directory Advertisement
- Alaska Native Job Bank Advertisement
- Current or Former Employee
- Friend or Family Member
- Flyer
- Job Fair
- News
- Online Job Boards (i.e. Alaska List, Career Builder, Craigslist, Dice.com, Monster, etc.)
- Professional Association/Membership/Affiliation
- Professional Magazine
- Radio
- School or College Counselor or Other Official
- Social Networking (i.e. Twitter, LinkedIn, Facebook, etc.)
- State of Alaska Department or Agency Internet Recruitment Site
- State of Alaska Division of Vocational Rehabilitation
- State of Alaska Recruiter
- State of Alaska Website
- Television
- Workplace Alaska Job Openings
- Word of Mouth
- Other - Please complete text box below.

18. If you answered "Other" to the question above or have any additional specific information regarding this topic please enter your response here.

**19. Equal Employment Opportunity Survey
Applicant Demographic Information**

Important Note: Your privacy is protected. Your voluntary responses are treated in a highly CONFIDENTIAL manner. Your answers are NOT released to the hiring manager or hiring panel. The information is visible only to Human Resource staff, consistent with State and Federal equal employment opportunity laws.

What is your sex?

- Female Male

20. What is your date of birth? (mm/dd/yyyy)

21. What is your race/ethnicity?

Note: Please select the one category with which you most identify.

- Alaska Native - All persons having origins in any of the original peoples of Alaska and who maintain cultural identification through tribal affiliation or community attachment. The term "Alaska Native" represents many separate groups of people with distinct ethnic and cultures throughout Alaska. Alaska Native peoples include Inupiaq, Yup'ik/Cup'ik, Alutiiq, Aleut, Eyak, Athabaskan (comprising eleven cultural and linguistic groups), Tlingit, Haida, and Tsimshian.
- African American / Black (not of Hispanic origin) - All persons having origins in any of the Black racial groups of Africa.
- American Indian / Native American - All persons having origins in any of the original peoples of the Americas and who maintain cultural identification through tribal affiliation or community attachment. The term "American Indian/Native American" represents many separate groups of people with distinct ethnic and cultures throughout the lower 48.
- Asian or Pacific Islander - "Asian" refers to all persons having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent. This includes, for example, China, India, Japan, Korea, and the Philippine Islands. "Pacific Islander" refers to people having origins in any of the original peoples of Hawaii, Guam, Samoa, Mariana Islands, or other Pacific Islands.
- Hispanic / Latino - All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- White / Caucasian (not of Hispanic origin) - All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

APPLICANT DECLARATIONS

Please read carefully before submitting this document:

I *certify* the information I have entered on this form is true to the best of my knowledge. I understand if I conceal or enter false information on this form, my name may be removed from consideration for a job, or I may be removed from my job, if hired. I understand the information in this profile may be released in an authorized legal investigation; and before I am hired I will be required to sign an official State Form certifying these statements are true. I agree that the State of Alaska, or its agents, may contact current or former employers or other persons who know me in order to obtain additional information.

This application, a printed copy of the job posting with any supplemental questions answered, and any required documentation must be submitted, **prior to the position closing**, to:

Recruitment Services

Department of Administration
Division of Personnel and Labor Relations
PO Box 110201
Juneau, AK 99801-0201

Juneau: 907-465-4095
Toll Free: 800-587-0430
Fax: 907-465-2576
Email: recruitment.services@alaska.gov

The State of Alaska complies with Title I of the Americans with Disabilities Act (ADA). Individuals with disabilities, who require accommodation, auxiliary aides or services, or alternative communication formats, please call 1-800-587-0430 or 465-4095 in Juneau or (907) 465-3412 (TTY) or correspond with the Division of Personnel & Labor Relations at the address above.

The State of Alaska is an equal opportunity employer.

X _____
SIGNATURE OF APPLICANT DATE

Supplemental Questions

Job Code: TBD by Intern Coordinator

Job Title: CR D&ES College Intern 1/2/3/4 (flex)

First & Last Name: _____

Q1: In 1-2 complete sentences, identify your university, degree program, and expected graduation date. For which semester(s) are you interested in interning with DOT&PF.

Q2: Briefly (in 1-3 sentences) identify your favorite college course you've taken so far, and why it is your favorite.

Q3: Briefly (in 2-5 sentences) describe a situation when you used one of the core competencies (problem solving, self-management, computer skills, writing) to help a teammate, solve a problem, or achieve a goal.

Q4: (Optional, not scored) Do you have any preferences for which section you work in? Identify them here. Answer type: text box

Q5: (Optional, not scored) Do you have a preference between working in Anchorage or Wasilla? Answer type: text box