

DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITIES
Summer Workers – Information Technology System Analysis

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public (See “Eligibility” Section Below)
Location: 2800 Berlin Turnpike, Newington, Connecticut, 06131-7546
Job Posting No: IT2015
Hours: Full time, 40 hours per week
Salary Range: \$10.50 - \$14.00
Closing Date: May 20, 2015 (Application Materials Must Be Received by the Closing Date)

The Department of Transportation has an employment opportunity for Summer Workers to perform Information Technology (IT) related duties in the **Office of the Commissioner, the Bureau of Policy and Planning, and the Bureau of Finance and Administration.**

Eligibility: These positions are open to candidates who are enrolled (or graduated) in a college majoring in management information systems, computer science, engineering or information technology (IT) and have completed his or her sophomore year.

Other minimum qualifications for these positions are a knowledge of functioning and use of information systems; knowledge of major concepts and terms used in the information technology profession; the ability to assist with the installation of new computers (PC's) for the Windows 7 Migration Project; familiar with Desktop computers and the Microsoft Operating System; basic understanding of connecting a computer to a network; knowledge of various software programs to include Access and the Geographic Information System (GIS); the ability to assist with the development of a website; basic interpersonal skills; basic logic and analytical skills; ability to prepare and maintain accurate records; ability to prepare written materials and reports; ability to follow oral and written instructions; and performing other related duties as required.

Application Instructions: To apply, candidates must submit a cover letter which clearly states his or her interest and suitability for the position, a resume, proof of college enrollment demonstrating completion of the sophomore year or degree, and a [State of Connecticut Department of Transportation Seasonal Employment Application](#) which can be obtained from the DOT website (www.ct.gov/dot/seasonaljobs). Application materials can be submitted electronically to the DOT.SummerRecruitment@ct.gov mailbox or via regular mail to **Elissa L. Velez, Recruitment Office, Department of Transportation, Job Posting #IT2015, P.O. Box 317546, 2800 Berlin Turnpike, Newington, CT 06131-7546.** Application materials may also be hand-delivered to the Human Resources Office in Newington (**applications will not be accepted at the District Offices**). Applications that are hand-delivered must be placed in an envelope and clearly marked "Application for the Summer Worker Position". **AS NOTED ABOVE, THE APPLICATION MATERIALS MUST BE RECEIVED BY THE CLOSING DATE.**

Candidates should include on his or her application any relevant information such as any IT specialization or concentration in college, and relevant internships or coursework. **Additionally, applicants must indicate the job posting number, as referenced above, on the DOT Seasonal Employment Application.**

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR AN INTERVIEW.

Interviews are limited to candidates whose experience and training most closely meet the requirements of the positions. Additionally, the Department of Transportation strives to afford job opportunities to a broad group of qualified individuals. Accordingly, if an applicant has worked for the Department of Transportation as a summer worker the previous consecutive two years (2013 and 2014), the Department of Transportation reserves the right to not act upon the application(s) of these applicants.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.