



2022 HBCU FELLOWSHIP PROJECTS

- 1. Communications and Planning:** This position is assigned to the N.C. Governor's Highway Safety Program (GHSP) in Raleigh. The primary purpose of this position is to assist with the planning, preparation, and implementation of program activities to promote highway safety through the N.C. Governor's Highway Safety Program. The candidate will assist with executing an annual communications plan for all traffic safety programs, including researching, planning, executing, and evaluating communications programs, and works closely with the Communications Manager, GHSP management and NCDOT Communications Office to create campaigns promoting various highway safety initiatives. Assists with the planning and implementation of public information and education programs and campaigns; including helping manage unique events, including statewide conferences, media availabilities/news conferences, social media, and kick-off events. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Majors: communications, public relations, political science. Experience: social media expertise, event planning, relationship building and networking, and strong writing skills, especially for web and digital.
- 2. Procurement Specialist I:** This position is assigned to the Purchasing Unit in Raleigh. The primary purpose of this position is to perform thorough evaluation of bid documentation through review of specifications, terms, price, and delivery according to any respective requests to ensure accuracy of an issued purchase order. Prepare less complex commodity and simple service procurements. Obtain required quotes, prepare, and complete bid packages, prepare Request for Quotes (RFQ), Invitation for Bid (IFB), and Exception documentation accordingly. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Majors: business administration, business management, supply chain management. Experience: Ability to research varied materials, commodities, and services. Ability to organize, prioritize, and complete multiple assignments including maintaining proper record keeping and documentation.
- 3. Project Development:** This position is assigned to Highway Division 3, Project Development Unit in Castle Hayne, N.C. The primary purpose of this position is to assist with managing plan development for Bridge Projects in Division 3. Tasks include communicating with private engineering firms, other agencies, internal NCDOT, citizens, and possibly local officials and municipalities during plan preparation; reviewing project plans for completeness and quality; other tasks as directed by the division bridge program engineer. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Majors: Civil Engineering preferred with an interest in structures and bridges.
- 4. Vehicle Services:** This position is assigned to the Department of Motor Vehicles – Vehicle Services Unit in Rocky Mount, N.C. The primary purpose of this position is to assist with developing SOPs and training/support/instructional documents; assist with the Special Plates Unit. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Majors: business administration. Seeking technical writing skills.



2022 HBCU FELLOWSHIP PROJECTS

- 5. Driver Services:** This position is staffed to the Department of Motor Vehicles – Driver Services Unit in Rocky Mount, N.C. The primary purpose of this position is to execute a Communications Plans Project, Implement administrative programs, Resolutions for the Mobile Units Project, and CDL Training Requirements. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Majors: Bachelor or Masters; communications, English, or business administration. Advanced computer software that includes database programs, Microsoft Office applications and the ability to quickly adapt to internal systems.
- 6. Customer Compliance -** This position is assigned to the Department of Motor Vehicles – Customer Compliance Unit in Rocky Mount, N.C. The primary purpose of this position is to provide support to field hearings, process liability insurance verification documents, process correspondence to various external stakeholders, distribute mail to all units in CCS, answer phones in the unit call center, process customer medical documentation, learn to build and adjudicate records. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Majors: Bachelor or Masters; business, communications, criminal justice, nursing.
- 7. Information Technology Network:** This position is assigned to the Department of Information Technology Field Services Unit in Raleigh, N.C. The primary purpose of this position is to work with the Field Service Team installing and repairing network equipment throughout the state. This is a hands-on position and will be in contact with various people to accomplish this task. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Any IT related skills or classes would be a help but really will need someone who is outgoing, interacts well with others and able to operate a state vehicle.
- 8. Construction Inspector:** This position is assigned to the Department of Highways, Division 10 – Super Resident Engineer’s Office in Matthews, N.C. The primary purpose of this position is to familiarize the Fellow with NCDOT and what it does, how it works and what we do to serve the community. Get to know what it takes to be a construction inspector at the NCDOT. Learn inspection work. Learn what inspectors do and how to collaborate with contractors. Gain hands on experience in doing material testing, writing daily diaries, entering in materials received. Learn how to communicate effectively and work in a team environment as a team. Learn how to work with the public and work on public relation skills. Learn how to read blueprints, get familiar with contracts, standard drawings, standard specifications, and the construction manual and how they all work and how to apply them out in the field to gain experience in building roads and bridges. Management Preference: Recent graduate (within 1-3 years) at an accredited Historically Black College or University or Minority Serving Institution. Bachelor’s degree: all majors considered.
- 9. Right of Way:** This position is staffed to the Department of Highways, Division 12 – Right of Way Office in Shelby, N.C. The primary purpose of this position is to conduct administration work on Right of Way claims from various consultant firms. Collaboration with various NCDOT units to facilitate construction roadway while adhering to the perimeters defined within the Federal Uniform Act. Management Preference: Recent



2022 HBCU FELLOWSHIP PROJECTS

graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Bachelor's degree, all majors considered. Seeking Microsoft Office suite, analytical skills, and effective verbal and written communication skills.

- 10. Transportation Planning:** This position is staffed to the Transportation Planning Division, Technical Services Unit in Raleigh, N.C. The primary purpose of this position is to assist in reviewing documents and data for resiliency projects across the state. In addition, the Fellow would be working to develop the N.C. Clean Transportation Plan, which would involve technical review, facilitating stakeholder engagement and research. Implementing the N.C. Clean Transportation Plan would include engagement with stakeholders and tracking of progress toward goals set in the plan. Additionally, as time permits, the Fellow may assist in other transportation planning projects and programs. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Technical background and effective communication and analytical skills. Majors: Environmental science, engineering, planning or other related fields.
- 11. Project Development/Construction/Maintenance Operations:** This position is assigned to the Highway Division 6 in Fayetteville, N.C. If assigned to Project Development, the Fellow would participate in activities supporting project development/design within the Division. If assigned to Construction, the Fellow would participate in project inspection and management for projects under construction within the Division. If assigned to Maintenance Operations, the Fellow would participate in activities supporting system management/planning. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Majors: Civil engineering technology, civil engineering, or construction management.
- 12. On-the-Job Training (OJT) Program:** This position is assigned to the Office of Civil Rights, On-the-Job Training Program in Garner, N.C. The primary purpose of this position is to assist the OJT and Supportive Services with all workforce development and education/training programs offered to middle/high schools (Highway Construction Career Fairs), and young to older adults from targeted, under-represented populations through its Highway Construction Trade Academies, advanced trainings, and apprenticeship like OJT programs with prime contractors. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Majors: Bachelors or master's degree, human services, business, liberal arts, political science, sociology, education, etc.
- 13. Value Management:** This position is assigned to the Construction Unit's Value Management section in Raleigh. The primary purpose of this position is to work on educational materials for our annual training requirements. The candidate must develop annual training products for our Value Engineering program as well as provide regular training for NCDOT project managers on our other programs including Value Assessment, Constructability Reviews, Value Engineering Proposals, the CLEAR program, and Risk Assessments. The Fellow will also be asked to contribute to our many



2022 HBCU FELLOWSHIP PROJECTS

programs as a team member where needed. The Fellow would develop skills in presenting information, creating products to track programs, basic project and program management, federal requirements for Value Engineering and how that applies to the NCDOT, problem solving, knowledge sharing techniques, etc. Management Preference: Recent graduate (within 1-3 years) from an accredited Historically Black College or University or Minority Serving Institution. Public speaking, presentation skills, graphic design, planning and understanding basic engineering concepts. Major: Engineering degree is preferred; only have engineering positions in our office for potential future employment beyond the fellowship.