MTA New York City Transit

Personnel Testing, Selection and Classification Unit

Department: Executive Vice President
Division: Human Resources
Location: 180 Livingston Street, 4th Floor, Brooklyn, NY
Position: Psychometrics/Test & Measurement Intern (Exam Development Intern)
Positions Available: 2
Major(s) Preferred: Industrial and Organizational Psychology

Overview of Department:

The Personnel Testing, Selection and Classification Unit of the Division of Human Resources is in the Department of the Executive Vice President. The unit reports to the Assistant Vice President of Employment and is responsible for conducting research, developing and administering pre-employment tests and assessments for various civil service and non-civil service positions. The unit is also charged with making determinations regarding eligibility of candidates for employment by evaluating their education and experience and determining if they meet the minimum qualification requirements for employment.

Project Responsibilities:

The candidate will assist the Manager of Examinations and the Examiners with the following tasks:

- Screening candidates to ensure that they can communicate in the English language
- Reviewing Education and Experience Test Papers
- Reviewing resumes for various positions
- Acting as a liaison between Exam Development and Exam Administration on certain projects
- Assisting in the administration of examinations and assessments
- Preparing Notice of Examinations and job posting for various positions
- Servicing on interview panels with Subject Matter Experts for various positions
- Conducting research, writing reports and compiling data
- Performing Exam Development support functions
- Working on special projects as assigned

Qualification Background:

Graduate level coursework in the field of Industrial and Organizational Psychology

- Strong interest in the field of tests and Measurements
- Strong written and interpersonal communication skills
- Ability to conduct research and analyze data
- Ability to present research in a cohesive manner
- Ability to use MS Word and Excel
- Ability to interact with employees and candidates in diverse fields of employment including the skilled trades
- Patience, maturity and a well-developed business acumen

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Move Ahead With Us

MTA New York City Transit is the largest public transportation agency in North America and one of the largest in the world. Our public transportation system moves more than seven million people on an average weekday. However, there is much more to us than just running trains and buses. We are also developing projects that improve public transit and the environment. Here are a few of our programs. You can learn more about NYC Transit and the Environment by clicking here.

The Internship Program: Our History, Your Future
Internship – Mentorship Program: Going Your Way...
Goals and Benefits
Program Qualifications and Requirements
How to Apply

Coordinator's Message:

New students to the program must initiate the eligibility process with their career services coordinator/advisor. Internship coordinators/advisors whose students express interest in the Internship Program are requested to partner with NYC Transit to provide them with a valuable career development opportunity.

Coordinators/advisors who are not currently listed in the Internship-Mentorship program database must e-mail their full contact information to studentprograms@nyct.com to obtain a user ID and log-on password to gain access to the Internship Online Web Portal: https://efixmetrocard.mtanyct.info/internshiponline/

Process:

- Coordinators/advisors in our database must input the following information in the online web portal for students to receive a user ID and log-on password to apply: Full name, phone number, e-mail address, major credits earned, grade level (junior, senior, graduate student), expected graduation date, available hours, and residency status. Upon completion, coordinators must SAVE then SUBMIT for the online information to be accepted.
- Students should make the following documents available to the coordinators/advisors to facilitate the process:
  - Updated resume
  - Unofficial transcript
  - Course schedule
  - Valid I-20 for international students
- The coordinator need only input the student's information once. An unselected student who wants to apply/reapply in a different semester may e-mail studentprograms@nyct.com to gain access.
- Students will receive an e-mail with a user ID and log-on within 48 hours of receipt of the coordinator's submission, providing access to paid or unpaid projects according to eligibility (see **Qualifications and Requirements**). Go to https://efixmetrocard.mtanyct.info/internshiponline to review available projects. Up to twelve projects relevant to major/areas of study may be selected. However, all projects must be submitted at one time.
- The student user ID and password remain active for up to 30 calendar days. After 30 days, an e-mail from the student must be sent to studentprograms@nyct.com requesting reactivation, including reason(s) for the request. Students need not return to the coordinator.
- Only students of interest will be contacted directly by project managers to schedule an interview. Resumes of unselected students will go into a database for review by managers who have unfilled projects and are seeking specific talent. Therefore, students may receive a call from a manager at any time.
- Selected students will be sent an e-mail inviting them to complete the eligibility process in person. I-9 documentation will be required from the "List of Acceptable Documents".

We acknowledge and appreciate the cooperation of school coordinators/advisors assisting in this process.

Career Services Advisors/Coordinators (School representatives)
Current Projects and Positions
The MTA is Going Greener
Additional Programs for Students
Photo Gallery of Students