

A top-down view of a desk with a laptop, keyboard, mouse, and papers. The background is a light-colored desk with a laptop on the left, a keyboard in the center, a mouse on the right, and several papers or folders in the foreground. The text is overlaid on this background.

MDOT STATE HIGHWAY
ADMINISTRATION

WE ARE HIRING!

We are looking for motivated interns
to join our team!

Send your CV and Resume to
Ahenry@mdot.maryland.gov

Job Summary

Currently, MDOT SHA is undergoing large scale reorganizations to modernize our workforce. This position will assist the Manager of Strategy on organizational restructuring. This position will assist with writing reorganizations, meeting with senior managers to discuss structural alignment, and help manage implementation of the approved structures. This effort requires strong change management initiatives.

Job Responsibilities

Responsibilities of this position will include:

- Writing reorganization memorandums
- Suggesting new structure and position ideas to the manager of strategy.
- Joining meetings with senior managers to consult on the reorganization process, implementation, and best change management practices.
- Tracking approval flow and post-reorganization actions.
- Developing communication strategies and products to announce new structures to the organization.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Strong analytical and problem-solving skills.

Preferred Education and Experience:

Bachelor's Degree

Change Management Course or Training
Organizational Development, Organizational
Leadership, or Personnel Assessment course