

The Governor's **QUEST** Internship Program for Persons with Disabilities

Summer 2022

Quality
Understanding
Excellence
Success
Training

This program is a collaboration between the Maryland Department of Budget & Management and the Maryland State Department of Education, Division of Rehabilitation Services.

Larry Hogan, Governor
David R. Brinkley, Secretary, Department of Budget & Management
Mohammed Choudhury, State Superintendent of Schools

Online Application: <http://goo.gl/azoIGc>

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Internships Arranged by Location

Location Address	Internship #	Internship Title
Annapolis	14	Office Assistant
Annapolis	38	Janitorial Day Porter
Baltimore	02	Contract Management Assistant
Baltimore	03	Administrative Assistant
Baltimore	04	Office Clerk
Baltimore	05	Office Clerk
Baltimore	06	Retail Associate
Baltimore	08	Office Clerk
Baltimore	09	Receptionist
Baltimore	10	Administrative Specialist
Baltimore	11	Administrative Specialist
Baltimore	12	Administrative Specialist
Baltimore	13	Administrative Specialist
Baltimore	15	Customer Greeter
Baltimore	49	Assistive Technology
Baltimore	50	Clerical and Administrative
Baltimore	51	Contract Management Assistant
Baltimore	53	Building Service Worker
Bel Air	39	Janitorial Day Porter
Beltsville	16	Customer Greeter
Columbia	17	Customer Greeter
Columbia	40	Janitorial Day Porter
Cumberland	18	Customer Greeter
Cumberland	41	Janitorial Day Porter
Easton	19	Customer Greeter
Easton	42	Janitorial Day Porter
Elkton	20	Customer Greeter
Essex	21	Customer Greeter
Essex	43	Janitorial Day Porter
Frederick	22	Customer Greeter
Gaithersburg	23	Customer Greeter
Gaithersburg - Walnut Hill	24	Customer Greeter
Gaithersburg - Walnut Hill	44	Janitorial Day Porter
Glen Burnie	25	Customer Greeter
Glen Burnie	26	Customer Greeter
Hagerstown	27	Customer Greeter
Landover	01	Central Services Clerk
Lanham	07	Housing Program Assistant
Leonardtown - Loveville	30	Customer Greeter
Loch Raven/Parkville	29	Customer Greeter
Oakland	31	Customer Greeter

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Location Address	Internship #	Internship Title
Prince Frederick	32	Customer Greeter
Salisbury	33	Customer Greeter
Salisbury	45	Janitorial Day Porter
Silver Spring – Kemp Mill	34	Customer Greeter
Silver Spring - White Oak	35	Customer Greeter
Silver Spring - White Oak	46	Janitorial Day Porter
Upper Marlboro - Largo	28	Customer Greeter
Waldorf	36	Customer Greeter
Waldorf	47	Janitorial Day Porter
Westminster	37	Customer Greeter
Westminster	48	Janitorial Day Porter

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

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INTERNSHIP #01 Central Services Clerk

Agency/Facility:	Department of Human Services
Internship Location:	Prince George's County Department of Social Services 805 Brightseat Road Landover, Maryland 20785
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
The learning objective for this internship: <ul style="list-style-type: none">● How to organize, maintain and process Agency office supply requests in Central Services.	
The main functions in the order of their importance: <ul style="list-style-type: none">● Perform Agency office supply and furniture inventory count and documentation● Sort incoming and outgoing U.S. Mail and inter office mail● Assist with mailing projects● Assist with fulfilling office supply requests to be sent to the Agency's District Offices● Moving boxes of paper to the copy room as needed	
Any additional duties or requirements: <ul style="list-style-type: none">● Must be able to lift up to 50 lbs● Must be able to work with paper and boxes in the supply room● Position requires stooping, standing, stocking, pulling and lifting.	
Preferred Education/Skills/Experience/Certification/Training/License: <ul style="list-style-type: none">● Good communication skills● Light typing skills a plus but not required	

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INTERNSHIP #02 Contract Management Assistant

Agency/Facility: Department of Human Services
Internship Location: Family Investment Administration
311 W. Saratoga Street
Baltimore, MD 21201

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.

The learning objective for this internship:

- The intern will learn basic contract management and monitoring, including types of contracts and agreements, managing contracts through the life cycle; compiling and analyzing quantitative and statistical data and information; maintenance of contract files; and written correspondence, reports and materials.

The main functions in the order of their importance:

- Assist in a variety of administrative duties for government contracts and agreements
- Ensure invoices are submitted and payments are received
- Assist program team in ensuring that required deliverables are met and documented
- Maintain accurate and complete contract files and records
- Act as records coordinator for the Contracts department
- Prepare and coordinate business correspondence
- Work on projects and perform tasks in support of both internal and external audit teams

Any additional duties or requirements:

- Assist in contract closeout tasks

Preferred Education/Skills/Experience/Certification/Training/License:

- Currently pursuing or have completed a college degree in legal studies, financial or contract administration, business administration, human services or a related field.

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INTERNSHIP #03 Administrative Assistant

Agency/Facility: Maryland State Department of Education Internship Location: Office of Human Resources 200 W. Baltimore Street Baltimore, MD 21201
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to develop and monitor an electronic employee file system.
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Develop an electronic document filing system that will house all employee files.• Audit employee files to ensure all pertinent items are in the file (paper/electronic).
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Ability to maintain high level of confidentiality
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School Diploma or GED Certificate• 2 years of Microsoft Office experience• Detail oriented and organized

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INTERNSHIP #04

Office Clerk

Agency/Facility: Maryland State Department of Education Internship Location: Youth Development Branch 200 W. Baltimore Street Baltimore, MD 21201
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">● The intern will develop or enhance general secretarial/clerical skills in an office environment.
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">● File documents in binders● Photocopy grant documents● Deliver inter-office correspondence● Perform general clerical duties
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">● Ability to use photocopier● Ability to file alphabetically
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">● High School Diploma or GED Certificate

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INTERNSHIP #05

Office Clerk

Agency/Facility: Maryland State Department of Education
Division of Rehabilitation Services
Internship Location: Community Rehabilitation Programs Office
2301 Argonne Drive
Baltimore, MD 21218

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.

The learning objective for this internship:

- The intern will learn the tasks of a general office clerk and professional office etiquette.

The main functions in the order of their importance:

- Scanning paper files to electronic format.
- Destruction of archived files and paperwork.
- Identification of outdated material within current files.
- Organization of archived space.
- Filing
- Making folders for meeting with potential partners.

Any additional duties or requirements:

- Basic computer skills: working knowledge of Microsoft Office applications.
- Ability to use a Xerox copier/scanner.
- Ability to read.
- Be able to work independently with little direction.

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INTERNSHIP #06

Retail Associate

Agency/Facility:	Maryland State Department of Education Division of Rehabilitation Services
Internship Location:	Workforce & Technology Center Volunteer Services 2301 Argonne Drive Baltimore, MD 21218
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">● The intern will learn how to perform basic retail duties in a small convenience/gift shop.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">● Cash register operation and cash handling● Organize and stock products● Inventory management● Light cleaning● Work with WTC students	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">● Shift is 10 am - 2:00 pm● Ability to count money● Good customer service and communication skills● Good organization skills and ability to multi-task● Ability to problem solve and work independently● Background check and fingerprinting required	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">● Must be 18 years of age	

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INTERNSHIP #07 Housing Program Assistant

Agency/Facility:	Department of Housing and Community Development
Internship Location:	7800 Harkins Road Lanham, MD 20706
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">● Interns are an important part of what makes the Department of Housing and Community Development a great place to work. Interns serve as an integral part of our team working alongside Loan Insurance Underwriters, Program Administrators, Business Analysts, Financial Analysts, Transaction Professionals and Fiscal Associates. Interns gain valuable insight into DHCD's operations and its community development engagements and initiatives while being exposed to multiple layers of business over the course of the internship.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">● Ability to learn concepts for practical and hands-on experience● Ability to gain research skills● Ability to prepare clear, accurate and detailed reports● Ability to establish and maintain professional working relationships with internal and external customers● Ability to gain knowledge of federal and state programs relating to loan, grant and technical assistance programs for housing and community development programs.	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">● Ability to participate in site inspections● Ability to learn and assist in the concepts of Project Management● Ability to learn structured financial products, real estate finance and investments	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">● High School Diploma or GED Certificate● Course work towards a two year or four year college degree program● Interest in Finance, Business, Real Estate, Banking, Insurance a plus.	

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INTERNSHIP #08

Office Clerk

Agency/Facility: Department of Budget & Management
Internship Location: Office of Personnel Services and Benefits
301 W. Preston Street, Room 609
Baltimore, MD 21201

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.

The learning objective for this internship:

- To learn general office duties and professional office etiquette

The main functions in the order of their importance:

- Answer the telephone. Listen to the caller and determine where to transfer the call. When necessary, write a message for the person in the office who is not available.
- Greet the public as they walk into the office; direct the person to the correct location and announce the individual to the person they are requesting to see.
- Open the incoming mail that is addressed to the Director's Office of OPSB and the Employee and Labor Relations Division (ELRD). All mail is stamped to show the date on which it was received and scanned to the appropriate recipient.
- Assist with taking inventory and ordering supplies.
- Assist with producing Retirement Certificates that are requested for retiring employees.
- Place certificates into folders and mail to the person that requested the certificate.
- Assist with data entry and filing for ELRD.
- Maintain a clean and organized workspace.

Any additional duties or requirements:

- Assist with producing Retirement Certificates that are requested for retiring employees.
- Assist with preparing a "Parking List" that is emailed to the Department of General Services (DGS). The list provides the names and vehicle information of the individuals who are requesting a parking place for events being held by DBM.
- Assist with distributing the incoming mail for the Office of Personnel Services and Benefits.
- Assist other divisions as needed.

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INTERNSHIP #09

Receptionist

Agency/Facility: Maryland State Retirement Agency

Internship Location: Member Services Unit
120 East Baltimore Street
Baltimore, Maryland 21202

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.

The learning objective for this internship:

- This intern will work within the Member Services Unit, which is the primary customer service team for the Retirement Agency and handles customer service inquiries from the Pension Systems' 400,000 participants.
- The intern who is accepted for this position can expect to learn and put into practice office skills in a professional, business environment, customer service skills, computer skills (Outlook, Word, and Excel), and multi-taking skills.

The main functions in the order of their importance:

- Receiving inbound phone calls from customers who want to schedule an appointment to meet with a Retirement Benefits Specialist to discuss their pension benefits.
- Making outbound phone calls to customers to confirm appointments or follow up on other inquiries.
- Greeting customers who come to the Retirement Agency for appointments. These can be scheduled appointments or walk-in appointments.
- Having customers sign-in, making them comfortable while they wait for their appointment, and making sure that they are met with as quickly as possible.
- Accepting delivery of forms and letters from customers, making copies, and acknowledging receipt of the documents.
- Delivering documents and forms to other departments within the Retirement Agency.
- Responding to customer requests for income verification by creating and mailing letters
- Completing stop payment request forms for customers who have lost or did not receive their benefit payments

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Preferred Education/Skills/Experience/Certification/Training/License:

- Must have a passion for providing excellent customer service
- Must present a friendly, neat, and professional appearance to customers - you will be the first person a customer interacts with when they visit the Retirement Agency
- Must be able to work in a fast-paced and sometimes stressful environment
- Must be a positive, optimistic person
- Must have excellent verbal communication skills
- Must have basic computer skills in Microsoft Office

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INTERNSHIP #10 Administrative Specialist

Agency/Facility:	Maryland State Retirement Agency
Internship Location:	Retirement Processing Section 120 East Baltimore Street Baltimore, Maryland 21202
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">● Intern will work within the Retirement Processing Section, which is responsible for responding to member requests for estimates of their retirement benefits (approx. 16,000 requests each year) and to member requests to process their retirement and begin payment of their monthly benefits (approx. 6,000 requests each year).● The intern who is accepted for this position can expect to learn and put into practice office skills in a professional, business environment, computer skills (Outlook, Word, Access, and Excel), data entry skills, and multi-taking skills.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">● Review and organize documents for imaging to an electronic imaging system● Filing and purging of files of documents related to retirements of Pension System members● Data entry in Access and Excel● Creating and sending form letter correspondence to beneficiaries● Reviewing incoming retirement documents for completeness and correctness	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">● Must be organized and have good attention to detail● Must have basic computer skills in Microsoft Office● Must be able to work in a fast-paced environment● Must be a positive, optimistic person	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

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INTERNSHIP #11 Administrative Specialist

Agency/Facility: Maryland State Retirement Agency
Internship Location: Enrollments Section
120 East Baltimore Street
Baltimore, Maryland 21202

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.

The learning objective for this internship:

- These interns will work within the Enrollments Section, which is responsible for making sure new members to the Retirement System are properly enrolled and that their designation of beneficiaries for their pension benefits are accurately reflected on their record.
- The intern who is accepted for this position can expect to learn and put into practice office skills in a professional, business environment, computer skills, data entry skills, and multi-taking skills.

The main functions in the order of their importance:

- Verifying that paper documents received have been imaged to the correct member's folder.
- Re-processing, filing, or destroying paper documents based upon Agency's retention policy.
- Reviewing incoming enrollment documents to ensure that they are completed fully and correctly.
- Creating, mailing, and imaging form letters generated to customers.
- Reviewing computer generated reports or individual member record screens within the Retirement Agency's computer database to ensure that new member data: name, date of birth, beneficiary information has been entered completely and correctly.

Preferred Education/Skills/Experience/Certification/Training/License:

- Must be organized and have very strong attention to detail
- Must possess basic computer skills related to Microsoft Office products
- Must be able to work in a fast-paced environment
- Must be a positive, optimistic person
- Must be a team player who is willing to "roll up their sleeves" and help the team meet its goals

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INTERNSHIP #12 Administrative Specialist

Agency/Facility: Maryland State Retirement Agency
Internship Location: Purchase & Military Service Maintenance Section
120 East Baltimore Street
Baltimore, Maryland 21202

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.

The learning objective for this internship:

- Intern will work within the Purchase & Military Service Maintenance Section, which is responsible for reviewing and responding to requests from members to be granted additional retirement credit based upon their prior or current military service and requests from members to purchase additional retirement credit based upon other eligible employment.
- The intern who is accepted for this position can expect to learn and put into practice office skills in a professional, business environment, computer skills (Outlook, Word, and Excel), data entry skills, and multi-taking skills.

The main functions in the order of their importance:

- Creating, mailing, and imaging correspondence to members
- Filing and purging of files of service purchase & military service application documents
- Data entry in Excel and Word
- Reviewing incoming documents for completeness and correctness
- Reviewing member accounts to confirm that revisions have posted correctly

Preferred Education/Skills/Experience/Certification/Training/License:

- Must be organized and have good attention to detail
- Must have basic computer skills in Microsoft Office
- Must be able to work in a fast-paced environment
- Must be a positive, optimistic person

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INTERNSHIP #13 Administrative Specialist

Agency/Facility:	Maryland State Retirement Agency
Internship Location:	Death Benefit Sections 120 East Baltimore Street Baltimore, Maryland 21202
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• This intern will work within the Death Benefits Section, which is responsible for the efficient and compassionate processing of death benefit claims. The Section determines what (if any) benefits remain payable, who those benefits are payable to, and working to get those benefits paid accurately and efficiently.• The intern who is accepted for this position can expect to learn and put into practice office skills in a professional, business environment, customer service skills, computer skills (Outlook, Word, and Excel), data entry skills, and multi-taking skills.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Organize documents and folders for imaging to an electronic imaging system• Utilize Microsoft Excel to update the status of customer claims for benefit payments• Accept inbound phone calls reporting the deaths of participants of the Pension System• Creating folders for new death benefit claims• Creating and sending form letter correspondence to beneficiaries	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• Must be organized and have good attention to detail• Must have basic computer skills in Microsoft Office• Must be focused on providing excellent customer service to people experiencing the death of a loved one• Must be able to work in a fast-paced environment• Must be a positive, optimistic person	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

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INTERNSHIP #14 Office Assistant

Agency/Facility: Maryland State Board of Elections Internship Location: 151 West St., Suite 200 Annapolis, MD 21041
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.</p>
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">● The ability to learn how to work in a public environment.
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">● Assist the Campaign Finance Division● Process Voter Registration Applications and Mail-In Ballot Applications● Process UPS and USPS daily mail● Assist the HR Department with filing personal forms● Assist with IT Inventory
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">● Assist any other division with-in the agency
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">● High School Diploma/Basic Customer Service Skills

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INTERNSHIP #15 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Baltimore City 5425 Reisterstown Road Hilltop Shopping Center Baltimore, MD 21215
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

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INTERNSHIP #16

Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Beltsville 11760 Baltimore Ave Beltsville Maryland 20705
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #17 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Columbia 6490 Dobbin Rd., Columbia Business Center Columbia, MD 21045
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #18

Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Cumberland 13300 Winchester Road SW Cumberland Maryland 21502
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #19 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Easton 9148 Centreville Rd Easton Maryland 21601-9620
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #20

Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Elkton 105 Chesapeake Blvd., Suite A, Upper Chesapeake Corp Center Elkton, Maryland 21921
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #21 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Essex 1338 A Eastern Blvd Baltimore Maryland 21221
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #22 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Frederick 1601 Bowman Farm Road Frederick Maryland 21701
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #23

Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Gaithersburg 15 Metropolitan Grove Rd. Gaithersburg Maryland 20878-4098
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #24 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Walnut Hill 16520 South Westland Dr. Gaithersburg Maryland 20877-1221
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #25 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Glen Burnie 6601 Ritchie Highway NE Glen Burnie Maryland 21062
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #26 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	Vehicle Safety and Compliance 6601 Ritchie Highway NE Glen Burnie Maryland 21062
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #27

Customer Greeter

Agency/Facility: Maryland Department of Transportation
Internship Location: MVA Hagerstown
18306 Col. Henry K. Douglas Drive
Hagerstown Maryland 21740

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.

The learning objective for this internship:

- The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.

The main functions in the order of their importance:

- Provide Premier Customer Service
- Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible
- Assist customers with using the Self-serve kiosks
- Disseminate basic information and forms

Any additional duties or requirements:

- Good customer service skills
- State and Federal Background check & Fingerprinting
- Comfortable in a busy environment and working with the public
- Ability to stand for long periods at a time
- Follow CDC COVID guidelines

Preferred Education/Skills/Experience/Certification/Training/License:

- High School diploma or GED Certificate
- Knowledge of basic English
- Bi-lingual a plus

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #28

Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Largo 10251 Central Ave Upper Marlboro Maryland 20772-1303
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #29

Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Loch Raven/Parkville (Limited Services) 8966 Waltham Woods Rd. North Plaza Mall Parkville Maryland 21234
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #30 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Loveville 27351 Point Lookout Rd. Leonardtown Maryland 20650
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #31 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Oakland 400 Weber Road Oakland Maryland 21150
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #32 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Prince Frederick 200 Duke Street Prince Frederick Maryland 20678
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #33 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Salisbury 251 Tilghman Road Salisbury Maryland 21804
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #34 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Kemp Mill (Limited Services) 1327 Lamberton Drive Silver Spring, MD 20902
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #35

Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA White Oak 2131 Industrial Parkway Silver Spring Maryland 20904
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #36 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Waldorf 11 Industrial Park Drive Waldorf Maryland 20602
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #37 Customer Greeter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Westminster 1106 Baltimore Blvd Westminster Maryland 21157
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to welcome and assist customers waiting to be served in an MDOT Motor Vehicle Administration (MVA) branch office.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Provide Premier Customer Service• Greet customers in branch office and direct them to the appropriate person(s) and or counter as quickly as possible• Assist customers with using the Self-serve kiosks• Disseminate basic information and forms	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & Fingerprinting• Comfortable in a busy environment and working with the public• Ability to stand for long periods at a time• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• High School diploma or GED Certificate• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #38 Janitorial Day Porter

Agency/Facility: Maryland Department of Transportation
Internship Location: MVA Annapolis
160 Harry S. Truman Parkway
Annapolis Maryland 21401

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.

The learning objective for this internship:

- The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.

The main functions in the order of their importance:

- Maintain clean, hygienic and safe designated areas according to branch policies
- Utilize authorized cleaning equipment and materials
- Organize and maintain cleaning supplies and equipment
- Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)
- Utilize safety signs and equipment

Any additional duties or requirements:

- Good customer service skills
- State and Federal Background check & finger printing
- Comfortable in large group settings and public forums
- Follow CDC COVID guidelines

Preferred Education/Skills/Experience/Certification/Training/License:

- Minimum 8th Grade; HS Diploma/GED Preferred
- Knowledge of basic English
- Bi-lingual a plus

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #39 Janitorial Day Porter

Agency/Facility: Maryland Department of Transportation

Internship Location: MVA Bel Air

501 West MacPhail Road

Belair Maryland 21014

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.

The learning objective for this internship:

- The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.

The main functions in the order of their importance:

- Maintain clean, hygienic and safe designated areas according to branch policies
- Utilize authorized cleaning equipment and materials
- Organize and maintain cleaning supplies and equipment
- Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)
- Utilize safety signs and equipment

Any additional duties or requirements:

- Good customer service skills
- State and Federal Background check & finger printing
- Comfortable in large group settings and public forums
- Follow CDC COVID guidelines

Preferred Education/Skills/Experience/Certification/Training/License:

- Minimum 8th Grade; HS Diploma/GED Preferred
- Knowledge of basic English
- Bi-lingual a plus

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #40 Janitorial Day Porter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Columbia (Limited Services) 6490 Dobbin Road South Ste J Columbia Business Center, Columbia Maryland 21045
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Maintain clean, hygienic and safe designated areas according to branch policies• Utilize authorized cleaning equipment and materials• Organize and maintain cleaning supplies and equipment• Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)• Utilize safety signs and equipment	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & finger printing• Comfortable in large group settings and public forums• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• Minimum 8th Grade; HS Diploma/GED Preferred• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #41 Janitorial Day Porter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Cumberland 13300 Winchester Rd SW Cumberland Maryland 21502
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Maintain clean, hygienic and safe designated areas according to branch policies• Utilize authorized cleaning equipment and materials• Organize and maintain cleaning supplies and equipment• Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)• Utilize safety signs and equipment	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & finger printing• Comfortable in large group settings and public forums• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• Minimum 8th Grade; HS Diploma/GED Preferred• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #42 Janitorial Day Porter

Agency/Facility: Maryland Department of Transportation

Internship Location: MVA Easton

9148 Centerville Road

Easton Maryland 21601-9620

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.

The learning objective for this internship:

- The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.

The main functions in the order of their importance:

- Maintain clean, hygienic and safe designated areas according to branch policies
- Utilize authorized cleaning equipment and materials
- Organize and maintain cleaning supplies and equipment
- Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)
- Utilize safety signs and equipment

Any additional duties or requirements:

- Good customer service skills
- State and Federal Background check & finger printing
- Comfortable in large group settings and public forums
- Follow CDC COVID guidelines

Preferred Education/Skills/Experience/Certification/Training/License:

- Minimum 8th Grade; HS Diploma/GED Preferred
- Knowledge of basic English
- Bi-lingual a plus

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #43 Janitorial Day Porter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Essex 1338A Eastern Blvd Baltimore Maryland 21221
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Maintain clean, hygienic and safe designated areas according to branch policies• Utilize authorized cleaning equipment and materials• Organize and maintain cleaning supplies and equipment• Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)• Utilize safety signs and equipment	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & finger printing• Comfortable in large group settings and public forums• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• Minimum 8th Grade; HS Diploma/GED Preferred• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #44 Janitorial Day Porter

Agency/Facility: Maryland Department of Transportation

Internship Location: MVA Walnut Hill (Limited Services)
16520 South Westland Drive
Gaithersburg maryland 20877-1221

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.

The learning objective for this internship:

- The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.

The main functions in the order of their importance:

- Maintain clean, hygienic and safe designated areas according to branch policies
- Utilize authorized cleaning equipment and materials
- Organize and maintain cleaning supplies and equipment
- Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)
- Utilize safety signs and equipment

Any additional duties or requirements:

- Good customer service skills
- State and Federal Background check & finger printing
- Comfortable in large group settings and public forums
- Follow CDC COVID guidelines

Preferred Education/Skills/Experience/Certification/Training/License:

- Minimum 8th Grade; HS Diploma/GED Preferred
- Knowledge of basic English
- Bi-lingual a plus

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #45 Janitorial Day Porter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA Salisbury 251 Tilghman Road Salisbury Maryland 21804
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Maintain clean, hygienic and safe designated areas according to branch policies• Utilize authorized cleaning equipment and materials• Organize and maintain cleaning supplies and equipment• Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)• Utilize safety signs and equipment	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & finger printing• Comfortable in large group settings and public forums• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• Minimum 8th Grade; HS Diploma/GED Preferred• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #46 Janitorial Day Porter

Agency/Facility:	Maryland Department of Transportation
Internship Location:	MVA White Oak 2131 Industrial Parkway Silver Spring Maryland 20904
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.</p>	
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.	
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Maintain clean, hygienic and safe designated areas according to branch policies• Utilize authorized cleaning equipment and materials• Organize and maintain cleaning supplies and equipment• Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)• Utilize safety signs and equipment	
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & finger printing• Comfortable in large group settings and public forums• Follow CDC COVID guidelines	
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• Minimum 8th Grade; HS Diploma/GED Preferred• Knowledge of basic English• Bi-lingual a plus	

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #47 Janitorial Day Porter

Agency/Facility: Maryland Department of Transportation

Internship Location: MVA Waldorf

11 Industrial Park Drive

Waldorf Maryland 20602-1908

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.

The learning objective for this internship:

- The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.

The main functions in the order of their importance:

- Maintain clean, hygienic and safe designated areas according to branch policies
- Utilize authorized cleaning equipment and materials
- Organize and maintain cleaning supplies and equipment
- Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)
- Utilize safety signs and equipment

Any additional duties or requirements:

- Good customer service skills
- State and Federal Background check & finger printing
- Comfortable in large group settings and public forums
- Follow CDC COVID guidelines

Preferred Education/Skills/Experience/Certification/Training/License:

- Minimum 8th Grade; HS Diploma/GED Preferred
- Knowledge of basic English
- Bi-lingual a plus

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #48 Janitorial Day Porter

Agency/Facility: Maryland Department of Transportation Internship Location: MVA Westminster 1106 Baltimore Blvd Westminster Maryland 21157
<p>This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while <i>volunteering</i> within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.</p> <p>This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.</p>
<p>The learning objective for this internship:</p> <ul style="list-style-type: none">• The intern will learn to keep all designated areas and janitorial areas in a state facility neat, clean and safe.
<p>The main functions in the order of their importance:</p> <ul style="list-style-type: none">• Maintain clean, hygienic and safe designated areas according to branch policies• Utilize authorized cleaning equipment and materials• Organize and maintain cleaning supplies and equipment• Maintain entrance lobby, customer area, employee lunch room (kitchen), lavatories and passageways (open areas only)• Utilize safety signs and equipment
<p>Any additional duties or requirements:</p> <ul style="list-style-type: none">• Good customer service skills• State and Federal Background check & finger printing• Comfortable in large group settings and public forums• Follow CDC COVID guidelines
<p>Preferred Education/Skills/Experience/Certification/Training/License:</p> <ul style="list-style-type: none">• Minimum 8th Grade; HS Diploma/GED Preferred• Knowledge of basic English• Bi-lingual a plus

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP # 49 Assistive Technology

Agency/Facility: MDOD - Assistive Technology Program and Telecommunications Access of Maryland

Internship Location: split location – 2301 Argonne Drive, Baltimore MD 21218 AND 301 W. Preston Street, Suite 1008 A, Baltimore MD 21296

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.

We would prefer 16 hours per week total, with one day working at each of the programs

The learning objective for this internship:

- MDTAP: To learn about how assistive technology devices support people with disabilities, and to support the activities that expand access to these devices through materials development, outreach, and programmatic support.
- TAM: To learn about accessible telecommunications equipment used by deaf, hard of hearing, speech disabled, and DeafBlind individuals, and to support these individuals as they apply for free equipment or request communication facilitator services.

The main functions in the order of their importance:

- Collaborate with MDTAP staff to develop short instructional AT videos that will be used to provide guidance on popular AT in the AT library; link these videos to the QR codes and apply to the videos
- Support the development of short AT demonstration videos to be captioned and posted to the MDTAP YouTube channel
- Continue researching and connecting with disability-related organizations statewide to initiate interest in the AT program and services
- Working with the Assistive Technology Financial Loan Program to evaluate strategic goals in the 5-year strategic plan and collaborate with staff to identify objectives to reach those goals
- Work with the Maryland Accessible Technology (MAT) program manager to support MAT clients through the application process
- Support the MAT program specialist in working with the DeafBlind community and assist in the scheduling of communication facilitators for DeafBlind individuals requesting such services

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

- Support the MAT program specialist in receiving accessible telecommunications equipment, setting up such equipment and mailing to the receiving client

Any additional duties or requirements:

- Supporting the AT Library by cleaning and organizing AT under the instruction of AT Program staff
- Further the development of the Telecommunications Access of Maryland museum of telecommunications relay equipment by conducting research into accessible telecommunications equipment used today and such equipment used in the past and document changes in technology over time

Preferred Education/Skills/Experience/Certification/Training/License:

Basic computer skills, basic research skills, general awareness of assistive technology (AT) and accessible telecommunications equipment (ATE), basic knowledge of using short video technology on devices to create videos; familiarity with YouTube and uploading videos

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #50 Clerical & Administrative

Agency/Facility: Maryland Department of Education
Division of Early Intervention and Special Education Services
Internship Location: 200 W Baltimore St. – 9th Floor
Baltimore, MD 21201

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

Participants may select to participate either fulltime (40 hours for 12 weeks) or part-time (20 hours a week) to a maximum 480 hours. Interns may also participate part-time up to 20 hours a week to a maximum of 240 hours

The learning objective for this internship:

- The intern will develop critical clerical and administrative skills to support daily office

The main functions in the order of their importance:

- Clerical and administrative support
- Copying, collating, assembling of documents and bulk mailing
- Preparing, organizing, and/or scanning materials for storage
- Support maintenance of accurate data in data base
- Generating standard reports

Preferred Education/Skills/Experience/Certification/Training/License:

- High School Diploma
- Experience with Microsoft Word or Excel
- Experience with Excel pivot tables preferred

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #51 Contract Management Assistant

Agency/Facility: Department of Human Services
Internship Location: Family Investment Administration
311 W. Saratoga Street
Baltimore, MD 21201

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

Participants may select to participate either full time (40 hours per week for 12 weeks) or part time (20 hours per week for 24 weeks) to a maximum 480 hours. Interns may also participate part time up to 20 hours per week to a maximum 240 hours.

The learning objective for this internship:

- The intern will learn basic contract management and monitoring, including types of contracts and agreements, managing contracts through the life cycle; compiling and analyzing quantitative and statistical data and information; maintenance of contract files; and written correspondence, reports and materials.

The main functions in the order of their importance:

- Assist in a variety of administrative duties for government contracts and agreements
- Ensure invoices are submitted and payments are received
- Assist program team in ensuring that required deliverables are met and documented
- Maintain accurate and complete contract files and records
- Act as records coordinator for the Contracts department
- Prepare and coordinate business correspondence
- Work on projects and perform tasks in support of both internal and external audit teams

Any additional duties or requirements:

- Assist in contract closeout tasks

Preferred Education/Skills/Experience/Certification/Training/License:

- Currently pursuing or have completed a college degree in legal studies, financial or contract administration, business administration, human services or a related field.

GOVERNOR'S QUEST INTERNSHIP PROGRAM FOR PERSONS WITH DISABILITIES

Summer 2022 Program

INTERNSHIP #53 Building Service Worker

Agency/Facility: Maryland Department of Education/Division of Rehabilitation Services
Internship Location: 2301 Argonne Drive
Baltimore, Maryland 21218

This is a training/learning experience designed to enhance the participant's skills, knowledge and abilities while *volunteering* within a State agency. The DORS counselor may be able to assist the internship participant/DORS consumer with limited funding to cover specific internship-related expenses, e.g., bus fare, parking, gasoline, lunch, etc.

This internship is part-time only (20 hours a week for 24 weeks) to a maximum 480 hours. Interns may also participate part-time up to 20 hours per week to a maximum 240 hours/12 weeks.

The learning objective for this internship:

- The main objectives are to learn basic janitorial skills and how to appropriately respond to supervisory direction for the purpose of obtaining future employment with a cleaning service agency or company.

The main functions in the order of their importance:

- To learn how to properly clean commercial facilities (e.g., bathrooms, floors, windows and furniture). Become familiar with disease prevention and bloodborne pathogen concerns. To learn how to use various cleaning agents in a safe and proper manner.

Any additional duties or requirements:

- Learn how to recognize potential safety hazards and report them to the proper maintenance authority.

Preferred Education/Skills/Experience/Certification/Training/License:

No education requirement.