

NEW JERSEY DEPARTMENT OF AGRICULTURE

Internship Program



MAKE CONNECTIONS in your professional field of study while gaining meaningful and valuable work experience!



ABOUT THE PROGRAM

The New Jersey Department of Agriculture currently is accepting applications for department-wide Internship Program, which aims to provide highly motivated undergraduate and graduate students with hands-on training and work experience. Agriculture's participating divisions/work units will offer special projects and assignments that are designed to prepare students for their future careers.

Students who are accepted into the program will be matched with the appropriate division/work unit and assigned to experienced supervisors that will assist, mentor, and provide relevant learning experiences throughout the program. Opportunities may be available in the following related fields of study within one of our eight divisions/work units (Division of Agricultural and Natural Resources, Division of Animal Health, Division of Food and Nutrition, Division of Marketing and Development, Division of Plant Industry, the Office of the Secretary, the Office of the Food Security Advocate, and the State Agriculture Development Committee):

- Accounting
- Agricultural Sciences
- Animal Science
- Communications/Marketing
- Conservation
- Ecology
- Emergency Management
- Entomology
- Environmental Health
- Environmental Science
- Ethics
- Finance
- Food Security
- Graphic Design
- Human Resources
- Information Technology
- Law and Public Policy
- Legislative Affairs
- Microbiology
- One Health
- Plant Science
- Preservation
- Procurement
- Public or Business Administration
- Regulatory Affairs
- Urban Agriculture
- Veterinary
- Zoology

Eligibility

Applicants must be at least 18 years old and must be attending a higher education academic institution on a full-time basis.

Selected candidate must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship, and Immigration Services regulations.

The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visas.

COMPENSATION

For paid interns, compensation is in accordance with the student's current academic level:

- Undergraduate: \$20.00 per hour
- Graduate: \$21.50 per year

Unpaid internship opportunities may also be available based on division/work unit needs. There will be no monetary compensation for unpaid interns. Credits may be awarded based on students' higher education institution requirements.

HOURS AND LOCATIONS

Hours vary by division/work unit. However, hours will range between Monday and Friday from 8:00 am to 5:00 pm. The intern can work with their division /work unit supervisor to establish their hours of work.

Positions are primarily based in Trenton, Ewing, and Vineland.

SUGGESTED BACKGROUND OR KNOWLEDGE

- Solid written and verbal communication skills
- Data analysis
- Excellent customer service skills
- Problem solving
- Understanding and following process, policies and procedures
- Teamwork mentality
- Industry-specific talents

HOW TO APPLY: To apply, email applications to njdainterns@ag.nj.gov



Internship
Application



Resume &
Cover Letter



Transcript



Two (2) Letters of
Recommendation



NJ DEPT. OF AGRICULTURE INTERNSHIP APPLICATION

PERSONAL INFORMATION

First Name

Last Name

MI

Street Address

City

State

Zip

Phone Number

Email address

Are you a U.S. Citizen? Yes No

If not, are you an alien authorized in the U.S.? Yes No

EDUCATIONAL INFORMATION

Current School

State of School

Major 1

Major 2

Concentration

Minor

Education Level: Freshman Sophomore Junior Senior
Graduate Student Law Student

Are you a full-time student? Yes No

Expected Graduation Date (mm/yy)

A full-time student is generally defined as one who carries at least 12 semester credit hours as an undergraduate or nine semester credit hours as a graduate student.



AVAILABILITY/AREA OF INTEREST

Please select your preferred work location:

Trenton Vineland Ewing Any location

Please indicate the semester(s) you are available (select all that apply):

Fall/Winter Spring Summer

Please select your areas of interest (select all that apply):

Accounting	Entomology	Human Resources	Preservation
Agricultural Sciences	Environmental Health	Info. Technology	Procurement
Animal Science	Environmental Sciences	Law and Public Policy	Public or Business Administration
Communications/ Marketing	Ethics	Legislative Affairs	Regulatory Affairs
Conservation	Finance	Microbiology	Urban Agriculture
Ecology	Food Security	One Health	Veterinary
Emergency Management	Graphic Design	Plant Science	Zoology

Internship Opportunities are listed on the NJ Department of Agriculture website at:

<https://www.nj.gov/agriculture/about/admin/employment/>

Please list the **announcement number** from our website's Notice of Vacancy that interests you (if applicable):

REFERENCES

Please provide up to three personal or academic references. We encourage listing current academic professors, advisors, counselors, and professional/previous employers.

REFERENCE #1

Name:

Phone Number:

Email address:

Occupation:

REFERENCE #2

Name:

Phone Number:

Email address:

Occupation:

REFERENCE #3

Name:

Phone Number:

Email address:

Occupation:



PERSONAL RELATIONSHIPS DISCLOSURE

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of the Agriculture requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No New Jersey Department of Agriculture employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner, or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships. Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

NJDA requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Office of Human Resources. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with New Jersey Department of Agriculture's Ethics Office as deemed necessary. Upon receiving notice of the relationship, Administration may address any situation as necessary in consultation with the Ethics Officer. This may include, but is not limited to, changing the reporting relationships or transferring any employees/interns involved. Failure to provide notification to New Jersey Department of Agriculture's Ethics Officer may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

I DO NOT have a relative or a consensual personal relationship, as defined above, with anyone working for any of the Divisions or In-But-Not-of Agencies under the New Jersey Department of Agriculture.

I DO have a relative or a consensual personal relationship, as defined above, with someone working for a Division or an In-But-Not-of Agency under the New Jersey Department of Agriculture, identified as follows:

Name	Relationship	Division/Agency	Job Title

ACKNOWLEDGEMENT & SIGNATURE

I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during my employment.

By checking this box, I acknowledge that I am expected to attend the entire internship program as agreed with New Jersey Department of Agriculture Management.

By checking this box and typing my name below, I am electronically signing this application. I understand that an electronic signature has the same legal effect as a written signature.

Signature:

Date: