

Internship Posting Date: September 13, 2019
Internship ID #: 100026



Application Deadline: Continuous

New Jersey Department of Environmental Protection Opportunity

Internship: Summer Fall Semester Winter Break Spring Semester

Internship Type: Co-op* Credit-Bearing* Non-credit

Internship Pay: Non- Paid Paid Pay Rate: _____

Intern Level: Graduate School Undergraduate

Suggested Background or Knowledge:

- Microsoft Word, Power Point, Excel, Publisher, etc.
- Social Media Savvy
- Interest in Diversity and Inclusion

DEP Program Area and Work Unit Offering the Internship:

Office of Diversity, Equal Opportunity and Public Contract Assistance

Internship Location:

428 East State St., Trenton, New Jersey 08625

Internship Project Description:

Assist the Diversity Office with developing its minority recruitment database including researching new contacts, navigating college recruitment portals, etc. Assist the office in the manipulation and analyzing of statistical data on Department workforce demographics. Working to assist the Diversity Advisory Council with the facilitation of the Diversity Action Plan and other administrative functions of the office.

Estimated Project Duration and Suggested Weekly Work Schedule:

The duration would be somewhat unlimited based on the availability of the selected intern. The work schedule would be flexible but with a required 8 – 12 hours per week.

Description of DEP Program Area/Work Unit Offering the Internship:

Office of Diversity, Equal Opportunity and Public Contract Assistance is responsible for maintaining an environment that promotes diversity, inclusion, equal employment opportunity and equity of public contracts. This office is also responsible for eliminating all forms of unlawful employment and discriminatory practices based upon race, creed, color, national origin, nationality, ancestry, age, sex/gender.

Internship Sponsor:

Marvin Ross, Chief Diversity Office, Office of Diversity, Equal Opportunity and Public Contract Assistance contact information: Marvin.Ross@dep.nj.gov or (609) 777-1014.

To apply, please submit the following to Marvin.Ross@dep.nj.gov
Internship application and resume

Please include “(Internship ID: 100026)” in the subject line.

Application can be found at <http://www.nj.gov/dep/jobs/intern-app.pdf>

* Co-op and Credit-Bearing Internships require approval of the internship by the student's Academic Department. The DEP Internship Sponsor has agreed to work with the student's Academic Department to provide a credit-worthy learning environment that benefits DEP goals. The student is responsible for all costs associated with receiving the credits from their educational institution.