Title: Human Resources Intern  
Posting Number: M&B-2024-1i  
Hourly Rate: $16-$21 based on education level  
Closing Date: January 19, 2024  
Start Date: Spring 2024  
Duration of Internship: 10-12 weeks  
Existing Vacancies: 1  
Internship Hours Per Week: 15-20 hours per week (2-3 days)  

Program: Management & Budget- Division of Human Resources- Human Resource Operations (HRO)  
Location: Trenton, NJ  

Program Description: The Division of Human Resources plays a vital role in strengthening the DEP workforce and promoting a positive workplace environment. From talent acquisition, career advancement, employee benefits and payroll, to organizational development, labor relations and diversity initiatives, HR touches the lives of each employee from onboarding to separation.  

Project Description: Under the direct guidance of the Internship Coordinator and HRO staff, the Intern will provide support in the development of DEP’s Spark Professional Internship Program. Responsibilities will include researching, planning, organizing and implementing cohort activities, workshops and showcase events; tracking and evaluating outcomes of activities.  

Preferred Skills: Strong written and verbal communication skills, with attention to detail. Interest in strategic planning and program development. Ability to work collaboratively in a team-oriented environment. Canva proficiency.
Preferred Area of Study: Currently enrolled in undergraduate or graduate program, preferably in Human Resource Management, Business Administration, Public Administration, Psychology, Political Science or other related field.

License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit https://nj.gov/military/veterans/services/civil-service/preference/

Submit Resume, Internship Application, & Internship Information Form by 4:00PM on the closing date to:
NJDEP Internship Coordination Team
DEPInternships@dep.nj.gov

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodation under ADA will be provided upon request.