



Career Accelerator Internship Grant Program – Employer Guidelines Summer 2023

Background

The Office of the Secretary of Higher Education (OSHE) NJ Career Accelerator Internship Program provides funding to employers interested in hosting undergraduate interns from New Jersey's institutions of higher education. Funding is available to New Jersey-based companies, non-profits, not-for-profits, and small businesses that are hiring interns for summer 2023 (June – August). The purpose of this funding is to provide New Jersey based companies the opportunity to offer structured learning experience to undergraduate students who attend a New Jersey institution of higher education. An internship should consist of the following:

- A structured learning experience that allows students to apply knowledge learned in the classroom
- Skills and knowledge learned must be transferrable to other employment opportunities
- Clearly defined learning objectives/goals
- A designated supervisor(s) who is a professional with expertise and education and/or professional background in the field who will provide routine feedback to the student(s)
- Resources, equipment, and facilities provided by the employer that support the learning objectives/goals

Employer Eligibility Criteria

Any New Jersey based company who is in good standing with the State, can offer a structured learning experience as detailed above, and the ability to comply with the requirements of the grant (detailed here-[insert link](#)). Preference will be given to employers in STEM and NJ key industry sectors. For reference, please visit [NJ key industry sectors](#).

Other eligibility requirements include:

- The employer must be located in New Jersey
- The employer must identify as a for-profit corporation, non-profit organization, not-for-profit organization, or small business
- The employer must be willing to provide an educational internship experience that fosters the skills necessary to succeed in the employer's industry
- The employer must have or be willing to create a [NJSTART account](#) (this is how funds will be disbursed). Please make sure to verify your address in the NJSTART system. New employers should consider registering as an ACH vendor to avoid disbursement delays
- The employer must designate a point of contact(s) for communication and supervision
- The employer must provide an internship description for each internship type

Funding Availability

The funding structure has been designed to align with the [national salary average](#) for undergraduate interns. Interns must a work minimum of 15 hours per week and be paid \$20.00



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an hour for 10 weeks. Participating employers will be reimbursed up to 100 percent of wages paid to interns, with a maximum reimbursement rate of \$3,000 per student for the full 10 weeks.

Grant funds are to be used solely to cover the salaries of undergraduate interns. Upon submission of the grant application, selection of the applicant as a grant recipient, the execution of the Grant Agreement, and completion of the new hire form, funds for intern salaries will be disbursed to employers using NJ START. OSHE will not disburse funds until all steps are complete, including completion of the [new hire form](#). **All funds must be expended by August 31, 2023.** Any funds remaining as of September 1, 2023 must be returned to OSHE by September 15, 2023.

Application Information

Applications will be reviewed for completeness and eligibility. It should be noted that OSHE, in administering this grant program will not serve as a matching intermediary between employers and potential interns.

Additionally, employers will have the opportunity to register for the following 30 minute webinars to learn more:

NJ Career Accelerator Internship Grant Program Overview

March 14, 2023 at 2:00 p.m.

Register [here](#)

Best Practices to Recruit Interns

April 3, 2023 at 1:00 p.m.

Register [here](#)

OSHE will provide resources on our website to assist you with onboarding and supervision.

A maximum of one (1) applicant per employment entity may be submitted.

The application for this grant program can be found [here](#).

Application Submission Deadline

Applications must be received by 5:00 p.m. on **March 31, 2023** via the [OSHE's secure application](#).

OSHE reserves the right to reject any incomplete application or any application otherwise not in conformance with the requirements of this Notice of Grant Opportunity.

Employers will be notified of the status of their grant application on or before **April 10, 2023**.

Technical Assistance

OSHE will host one on one virtual meetings to assist with any questions about the program application, process, or required documentation. You can schedule your meeting by clicking this [link](#). Select Nicole Bailey as the staff option and you will see available meeting times.



Reporting Requirements:

If selected as a grant recipient, an employer must submit a final report to OSHE upon the conclusion of the tenth week. The grant recipient will also be required to provide an expenditure report at the conclusion of the internship. The required reports will be submitted using a form and format prescribed by OSHE that will be made available to employers upon selection as grant recipients.

Please contact Internship Program Manager, Nikki Bailey at Nicole.Bailey@oshe.nj.gov with any questions.