



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER  
EDUCATION**

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The Office of the Secretary of  
Higher Education  
(OSHE)

NJ Career Accelerator  
Internship Grant  
Opportunities

Architecture & Interior Design

## **Elements Interior Design Studio**

395 Cumberland St, Westfield, NJ 07090

**Interior Design Studio Assistant, In-person**, 1 open position

### **Overview of Position**

We are seeking an Interior Design Intern for our rapidly growing interior design studio in Westfield, NJ. This is an excellent opportunity for someone looking to gain hands-on experience in the field of interior design. As a small studio we are able to get interns involved in many aspects of the design process - from marketing & social media, to floorplans, design inspiration, sourcing products, coordinating with vendors all the way through install day. We are looking for a team player who is creative, hard working, well organized and detail oriented to play an important supporting role for our design team. Excellent communication skills, a positive attitude and a passion for design are a must. This position offers competitive compensation and potential for career growth. Apply now with your cover letter and resume. Include the phrase "I love interior design" in the first line of your cover letter.

### **Responsibilities/Duties/Projects**

**Interior Design Studio Assistant** duties can include the following:

- Assist the senior designers to develop design concepts
- Prepare visual materials for design concept and presentations
- Order samples from vendors or material bank for projects
- Assist in Creating room layouts and floor plans
- Travel to onsite appointments to assist designers in taking measurements, approving templating, and overseeing the installation of design elements to ensure they meet quality standards
- Assist designers with on-site styling appointments
- Communicate with vendors and suppliers as needed
- Request quotes from vendors for custom work and update estimates appropriately
- Assist with project management tasks, including scheduling, updating project notes and coordinating with contractors and vendors
- Support the team with day to day project needs
- Maintain design samples
- Take photos/video for instagram content

### **Desired Majors**

Arts & Design

### **How To Apply**

Send resume and cover letter to [\*\*Virginia@ElementsInteriors.net\*\*](mailto:Virginia@ElementsInteriors.net)



## **Z+ Architects**

240 W Crescent Ave, Allendale, NJ 07401

**Architectural Designer/Intern, In-person**, 1 open position

### **Overview of Position**

Internship seeks a candidate who is facile with the AutoDesk Revit/BIM software platform, and duties will include working with and under licensed architects and interior designers. The goal is to provide the intern with valuable, first-hand experience working through all phases, primarily on custom residential projects.

### **Responsibilities/Duties/Projects**

**Architectural Designer/Intern** duties can include the following:

- Field measure and document existing conditions
- Create base 3D CAD model of existing conditions
- Work with principal and project Architect to design proposed concepts
- Draft construction documents and details, under supervision
- Visit projects under construction
- Create and implement materials for Social Media platforms

### **Desired Majors**

Arts & Design, Computer Science, Information Systems & Technology

### **How To Apply**

Send resume and cover letter to **[mike@zplusarchitects.com](mailto:mike@zplusarchitects.com)**