



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities

Biopharmaceutical & Life Sciences

Cipla USA

10 Independence Blvd, Suite 300, Warren, NJ, 07059

HR Intern - Organization Effectiveness/Analytics, Hybrid, 1 open position

Overview of Position

This role provides exposure to organizational design, job analysis, policies, learning and development, and metrics in a pharmaceutical setting. The intern will contribute to the creation of an organization effectiveness dashboard, providing insights into key HR metrics for informed decision-making.

Responsibilities/Duties/Projects

HR Intern - Organization Effectiveness/Analytics duties can include the following:

- Analyze existing policies through business scenario, employee asks, compliance, market best practices and suggest enhancements.
- Review and create Training Effectiveness measurement process for various managerial and leadership training programs.
- Organization Development: review job descriptions compared to actual roles and identify areas of improvement, review organization design and position data in HRIS systems and suggest improvements.
- Organization effectiveness dashboard on key HR metrics (demography, budgets, talent etc.).
- Other day-to-day duties may be assigned as needed.

Desired Majors

Business, Entrepreneurship & Human Resources

Communications Intern, Hybrid, 1 open position

Overview of Position

We are seeking a dynamic and motivated intern to join our Communications team. The Communications Intern will play a pivotal role in supporting both internal and external communication initiatives. This hands-on internship offers a unique opportunity to gain practical experience in crafting compelling messages, engaging with diverse audiences, enhancing employee engagement, and contributing to a positive work environment and the overall success of our communication strategies.

Responsibilities/Duties/Projects

Communications Intern duties can include the following:

Content Creation:

- Assist in developing engaging content for internal and external communication channels, including event invites, press releases, digital signage, podcast, and social media posts.
- Curate campaigns with the use of multiple platforms in the communications ecosystem.

Internal Communication:

- Collaborate with team members to promote internal communication campaigns, ensuring alignment with organizational goals.
- Support the development and distribution of internal communications materials to enhance employee engagement.

External Communication:

- Assist in drafting press releases, social media posts, campaigns, and other materials to promote the organization externally.
- Contribute to the management of social media account(s), creating content to increase brand awareness and engagement.
- Monitor social media channels for relevant conversations and trends.

Event Coordination:

- Support the planning and execution of internal and external events, ensuring effective communication before, during, and after events.

External Research & Feedback Analysis:

- Supports researching best practices and competitor social media and communications analysis.
- Assist in collecting and analyzing feedback on internal communication efforts.
- Contribute to the evaluation of communication strategies and suggest improvements.

Desired Majors

Communications, Business, Entrepreneurship & Human Resources

How To Apply

Apply through <https://career10.successfactors.com/career?company=C0001172882P> or send resume and transcript to sevenhills.panyala@cipla.com

Free Public Library of the City of Newark, New Jersey (dba Newark Public Library)

5 Washington ST, Newark, NJ 07102

Part-time General Technician Intern For Library Makerspace, In-person, 1 open position

Overview of Position

The Newark Public Library is looking for part-time intern for a makerspace and entrepreneurship reference center for creative entrepreneurs in Newark. The successful candidate will excel in technology, training, and customer service.

Responsibilities/Duties/Projects

Part-time General Technician Intern For Library Makerspace duties can include the following:

- Provide technical support and customer service to makerspace patrons.
- Work with the Makerspace Manager to maintain and support daily operations of the makerspace.
- Ensure the safe use of the makerspace equipment and technologies.
- Work with Makerspace Manager to collect data for assessment and evaluation of the makerspace usage.
- Track equipment and materials inventory.
- Maintain an organized and clean work station.

Desired Majors

Arts & Design, Education, Engineering, Technologies & Technicians

How To Apply

Send resume and cover letter to made@npl.org

The Charismatic Chemist

R&D Lab Administrator, In-person, 1 open position

Overview of Position

Operations for our R&D department. This position prepares correspondence, memoranda, and reports for business meetings and internal or external communications (emails, presentations, reports). This position works cross-functionally with other departments to ensure efficiency in productivity and planning.

Responsibilities/Duties/Projects

R&D Lab Administrator duties can include the following:

- Help to coordinate R&D projects, including planning, to implement, monitoring, and evaluating the overall project
- Responsible for support and related activities for the development of new products and R&D staff members on a daily basis.
- Coordinate between various internal departments to expedite and successfully execute and lead multiple projects to completion.
- Prepare shipment of samples and handle shipping activity of samples/marketing material for Meetings/ customers/ Internal departments & Maintain a Log of all samples and marketing material submitted to customers.
- Maintain inventory/log system of retained samples & labels of products provided to customers (shipments/meetings)

- Documentation support including but not limited to packaging review & approval and support documentation needed for import/export.
- Effectively communicate and update team members and leadership with updates, timelines, risks and issues, and plan of action
- Coordinate the pick-up and delivery of express mail services (FedEx, UPS, etc.), prepare and monitor invoices, and Maintain logs for various UPS / FEDEX accounts outside service agency and contract labs
- Schedule meetings and appointments for the r entire R&D department, including all levels of upper management
- Create, compose and edit written materials as needed, and forward them to appropriate departments.
- Maintain inventory/log system of retained samples & labels of products provided to customers (shipments/meetings)
- Work in accordance with the lab, R&D formulation team, and other departments as needed.
- Performs other related duties as assigned & administrative tasks as needed.
- Familiarize and become proficient in using Batch Metrics system
- Check inventory of raw materials needed for newly approved shade scheduled for production
- Recheck newly approved formulas of colleagues and verify formula accuracy
- Assist with stability testing when necessary
- Catalog and file Leneta cards of newly approved color cosmetic shades
- Generate/retrieve production, retain and maintain all documentation accordingly.
- Generate batch tickets for production scale up
- File Batch records after speed check approval
- Assure all final products produced are within specifications.
- Assist with requesting/purchasing of raw materials when needed

Other Responsibilities Including Safety:

- Works in a safe and responsible manner in order to create an injury-free and incident-free workplace.
- Complies with all job-related safety and other training requirements.
- Keeps management informed of area activities and of any significant problems.

Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Life Science, Manufacturing, Production, and Skilled Trades

How To Apply

Send resume and cover letter to [Hello@TheCharismaticChemist.com](mailto>Hello@TheCharismaticChemist.com)

Formulation Laboratory Technician, In-person, 1 open position

Overview of Position

Formulation Laboratory Technician will be responsible for working alongside Senior Chemists while developing and testing cosmetic and personal care products.

Responsibilities/Duties/Projects

Formulation Laboratory Technician duties can include the following:

- Develop batches of all types of hair, skin & sun care products including but not limited to gels, creams, lotions, serums, color cosmetics, sticks, sprays and balms
- Perform and track prototype stability and compatibility testing
- Maintain, organize and request/order lab supplies/raw materials as necessary
- Deliver technical projects, ensuring that activities are executed to GMP and GLP standards required for the relevant product classification.
- Ensure all required formulation, feasibility work, analysis, validation, stability testing, industrial trials and dossier preparation are performed on time and to the required quality and regulatory standards and in line with the company processes
- Execute lab and pilot scale experiments to generate critical data supporting innovation projects.
- Activities include material planning, lab and pilot equipment cleaning/sanitizing, some pilot equipment operation, sample testing, and stability protocol execution.
- Conduct various development tests and experiments.

Desired Majors

Life Science, Manufacturing, Production, and Skilled Trades

How To Apply

Send resume and cover letter to Hello@TheCharismaticChemist.com

Jr. Cosmetic Chemist, In-person, 1 open position

Overview of Position

This role collaborates as part of an R&D team to design, execute, and deliver research and development projects from concept to preclinical or soft launch.

Responsibilities/Duties/Projects

Jr. Cosmetic Chemist duties can include the following:

- To gather basic knowledge, develop and optimize analytical methods in alignment with business directives.
- Independently execute research plans, generate accurate documentation, process and report data.
- Finalize research projects and studies through writing technical reports, peer-reviewed publications and presentations at scientific conferences with guidance from Senior Chemists.
- Collaborate and support R&D teams with continuous improvement efforts, knowledge seeking projects, etc.
- Technical support as subject matter expert (tech transfers, customer and quality support, etc.)

Other minor duties as assigned:

- Support stability testing programs
- Lab support activities - batch making, dishes, etc.
- Administrative support – ordering supplies, shipping samples, etc.
- Liaise with internal development partners and external suppliers/vendors to qualify raw materials and ingredients for cosmetic formulations as part of acquisitions and new product development
- Develop and maintain relationships with suppliers and manufacturers to provide regulatory compliance against company standards
- Facilitate meetings with global key stakeholders within the cross-functional Production, Regulatory, and R&D teams in the NY & NJ to communicate progress and identify new goals
- Execute quality control testing for incoming raw materials according to GMP/GLP
- Communicate data, corrective actions, and status of the manufacturing process with collaborators within Supply Chain/Production and Manufacturing Operations
- Lead sitewide Safety Quality checks and EHS safety initiatives according to ISO 9001:2015 to drive employee engagement
- Contribute to ISO, FDA, and cGMP regulatory audit preparedness via documentation.

Desired Majors

Life Science, Manufacturing, Production, and Skilled Trades

How To Apply

Send resume and cover letter to Hello@TheCharismaticChemist.com

Social Media & Digital Marketing, Hybrid, 2 open positions

Overview of Position

We are looking for someone creative, goal oriented, and ambitious. Someone who can curate something out of bulk content, can stay organized, and on time for deadlines based on pre-set social media content calendar. This is a great opportunity to learn the science behind beauty products and grow with a trailblazing team.

Responsibilities/Duties/Projects

Social Media & Digital Marketing duties can include the following:

- Support the marketing team with planning, implementing, and monitoring marketing campaigns
- Help brainstorm and create vertical video for TikTok and Instagram Reels
- Help organize and coordinate marketing events such as conferences, webinars, and trade shows
- Evaluate data and create reports on key metrics in order to monitor campaign efficiency and analyze trends
- Write and edit content for different platforms such as social media, website, and press releases
- Develop optimization techniques for Facebook, Instagram, Twitter, Youtube, and LinkedIn
- Write for major social media platforms and other online media including website pages, and search advertisements
- Integrate social media with the company brand image
- Create newsletters, email campaigns, blogs, and daily updates
- Efficiently manage time and multiple projects
- Supporting social media content calendars by writing, reviewing and editing posts.
- Responding to online reviews and brand mentions.
- Utilizing digital tools to report on social media listening topics.
- Researching and communicating out social media trends and channel changes.
- Assisting with asset and project management.

Desired Majors

Arts & Design, Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology

How To Apply

Send resume and cover letter to **[Hello@TheCharismaticChemist.com](mailto>Hello@TheCharismaticChemist.com)**