



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities

Carpentry & Commercial Furniture

Military Veterans Installation, LLC

205 US-46, Suite 7C, Totowa, NJ 07512

Project Management Intern, In-person, 1-2 open position(s)

Overview of Position

The Project Management Intern position will focus on exposing the student to a variety of methods and strategies utilized for successful project management. Interns will assist staff on day-to-day projects, read & review project drawings and plans, and confer with Project Managers during the planning, design & construction phases. Each intern will be assigned a Supervisor who will provide field related mentoring and practical career guidance and recommendations, as indicated.

Responsibilities/Duties/Projects

Project Management Intern duties can include the following:

- Interns will read and review project drawings and plans
- Observe project sites & document contractor progress
- Confer with Project Managers during the planning, design & construction phases
- Prepare reports & document project activities and data
- Prepare analysis from collected data
- Set up and help maintain project files and records
- Assist with the creation of project plans to determine the project program, scope, time frame, funding limitations, and allotment of resources to various phases of the project
- Coordinates the project labor and purchasing of all materials for the job

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to mvinstallers.avs@gmail.com

Marketing Intern, In-person, 1 open position

Overview of Position

The Marketing Internship has been designed to expose students to real time challenges and strategies within the field in order to prepare them for the workforce upon graduation. Marketing Interns will be supervised and guided within the company, with a unique opportunity to voice their recommendations for successful marketing of the organization, highlighting the company's core values and competencies.

Responsibilities/Duties/Projects

Marketing Intern duties can include the following:

- Developing tools and methods for collecting data such as surveys, opinion polls, or questionnaires
- Collecting and analyzing data to identify consumer trends
- Researching consumer opinions and marketing strategies & proposing adjustments to current strategies accordingly
- Creating graphic representations of data and translating complex research into easily readable content for stakeholders and other departments
- Preparing marketing proposals and presentations based on company needs
- Measuring consumer satisfaction with products or services
- Monitoring and managing the company's social media platforms, adjusting outreach tactics as needed

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to mvinstallers.avs@gmail.com

HR/Accounts Payable Intern, In-person, 1-2 open position(s)

Overview of Position

The Human Resources/Accounts Payable Internship is designed to adequately expose each student to real work experiences, while connecting these experiences to their academic studies in their field of study. Interns will be expected to be self-starters, highly organized and motivated to advance quickly in this internship. An individual who possesses creative and critical thinking skills will enjoy the flexibility and freedom that this internship provides to the right candidate.

Responsibilities/Duties/Projects

HR/Accounts Payable Intern duties can include the following:

- Preparing and maintaining accounts payable electronic file and folder structure for audit readiness
- Reviewing and redacting information
- Filing and maintaining electronic documents, entering invoices into the system
- Reviews and processes vendor invoices, check requests and employee expense reports
- Reconcile invoices with statements and verify accuracy of related documents
- Document and review internal financial processes and recommend changes to management

- Assists in developing financial reports and provide trend reporting and other analysis on an ad-hoc basis
- Assist in creating budget templates for upcoming budget cycle
- Assist in the preparation of journal entries related to monthly general ledger activity and adjusting entries as needed
- Analyze and research financial information pertaining to statements of operations, assets, liabilities and capital
- Support the audit/review of our financial statements by our external auditors
- Assist with performing research on technical accounting matters, as they may arise
- Review monthly bank reconciliations
- Review all intercompany balances on a monthly basis

Desired Majors

Business, Entrepreneurship & Human Resources, Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to mvinstallers.avs@gmail.com