



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities

Construction & Energy

Covanta

445 South Street, Morristown, New Jersey

Environmental Compliance & Sustainability Intern, Hybrid, 3 open positions

Overview of Position

Our mission is to build a safer, cleaner, more prosperous world by ensuring no waste is ever wasted.

Covanta is a global leader in providing sustainable waste solutions. The company's modern facilities convert waste from municipalities and businesses into clean, renewable electricity. In addition, through a vast network of treatment and recycling facilities, Covanta specializes in waste to energy ("WTE"), a vital component of the modern waste stream that diverts waste from landfills and therefore avoids significant greenhouse gas emissions.

As a Covanta intern, you will work on projects that have a real impact on sustainability. Students with a genuine interest in developing a career in renewable energy, sustainability, and waste to energy technology are encouraged to apply!

Responsibilities/Duties/Projects

Environmental Compliance & Sustainability Intern duties can include the following:

- Build internal databases and reports to drive environmental performance
- Establish tasks in environmental management system
- Conduct policy research and support government and community relations teams
- Assist in analysis of U.S. national air toxic inventory
- Update GHG inventory for commercial and industrial business

Desired Majors

Engineering, Natural Resources, Sustainability & Environmental Science

How To Apply

Apply through <https://www.covanta.com/careers>

Information Technology Intern, Hybrid, 3 open positions

Overview of Position

We seek a highly motivated and detail-oriented Information Technology Intern to join our dynamic IT team. As an IT intern, you will be responsible for assisting in the development and implementation of key performance indicators (KPIs) related to our IT department. This role presents an excellent opportunity to gain hands-on experience in IT operations, metrics analysis, and strategic decision-making processes within a fast-paced and innovative organization. This internship will provide valuable exposure to IT KPI development, measurement, and analysis in

a real-world business setting. The successful intern will gain practical experience in leveraging KPIs to drive improvements in IT operations and contribute to the overall success of our organization.

Responsibilities/Duties/Projects

Information Technology Intern duties can include the following:

Assist in the development and implementation of IT KPIs:

- Collaborate with IT management to identify relevant KPIs aligned with departmental goals and objectives.
- Research industry best practices and benchmarks to ensure the selection of appropriate KPIs.
- Contribute to the design and documentation of KPI measurement methodologies and data collection processes.

Data collection and analysis:

- Gather relevant data from various IT systems and sources to support KPI tracking and reporting.
- Organize and validate data sets to ensure accuracy and reliability.
- Analyze KPI data to identify trends, patterns, and performance insights.
- Prepare comprehensive reports and visualizations to communicate KPI results effectively.

KPI monitoring and reporting:

- Monitor KPI performance on a regular basis and identify areas that require attention or improvement.
- Collaborate with IT stakeholders to investigate and understand underlying causes for KPI fluctuations or deviations.
- Generate periodic reports and dashboards to present KPI results to IT management and other stakeholders.
- Assist in preparing presentations or materials for meetings and discussions related to IT KPIs.

Process improvement and optimization:

- Participate in discussions and brainstorming sessions to identify opportunities for process improvements and optimization based on KPI results.
- Support the implementation of improvement initiatives by providing data analysis and contributing to action plans.
- Assist in monitoring the effectiveness of implemented changes by tracking relevant KPIs.

Research and stay updated:

- Stay up-to-date with industry trends, emerging technologies, and best practices related to IT KPIs.

- Conduct research on new tools, methodologies, and approaches to enhance the measurement and reporting of KPIs.

Desired Majors

Computer Science, Information Systems & Technology

How To Apply

Apply through <https://www.covanta.com/careers>

Lean Transformation Intern, Hybrid, 4 open positions

Overview of Position

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Responsibilities/Duties/Projects

Lean Transformation Intern duties can include the following:

- Engage in problem-solving projects following a standardized problem-solving process (PSR) used at Covanta.
- Using a lean manufacturing process mapping technique (VSM), identify the optimum flow of materials and information required to bring a product to a customer.
- Support small teams of people focused on process improvement initiatives (Kaizen).
- Analyze raw data and provide results to help leaders draw conclusions about that information.
- Using Microsoft Power BI, create visual dashboards where reoccurring analysis is required.
- Assist leaders with return on investment (ROI) analysis to measure an investment's profitability.
- Develop and document Standardized Work for facility operations.

Desired Majors

Engineering, Natural Resources, Sustainability & Environmental Science

How To Apply

Apply through <https://www.covanta.com/careers>

Accounting Intern, Hybrid, 1 open position

Overview of Position

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Responsibilities/Duties/Projects

Accounting Intern duties can include the following:

- Support Finance team with corporate accounting and external reporting projects.
- Assist Finance team with filing quarterly financial statements.
- Create and review financial statements, proofreading for accuracy.
- Create journal entries, account reconciliations, and bank reconciliations.

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

Apply through [covanta.com/careers](https://www.covanta.com/careers)

Eastern Glass Block

30 Fernwood Road, Rockaway, NJ 07866

Digital Marketing Intern, Hybrid, 1 open position

Overview of Position

Grow blog , website, and social media traffic engagement and site conversions, writing, marketing, design with digital mediums (seeking more traffic), entrepreneurial environment

Responsibilities/Duties/Projects

Digital Marketing Intern duties can include the following:

- Distribute blog posts through social media channels
- Improve traffic to blog
- Assist in development of new web pages
- Post to social media and improve engagement
- Develop videos for marketing
- Refresh old blog posts with better image descriptions
- Help develop LinkedIn strategy
- Work on email marketing campaigns

Desired Majors

Business, Entrepreneurship & Human Resources, Communications

How To Apply

Send resume to egbman@easternglassblock.com

GE Mechanical

2316 S. Main Road Vineland NJ 08360

Human Resources Intern, In-person, 1 open position

Overview of Position

HR intern plays a crucial role in supporting the HR department of the organization. The internship provides an opportunity for individuals to gain practical experience in the field of human resources.

Responsibilities/Duties/Projects

Human Resources Intern duties can include the following:

- Assisting with new hiring onboarding and paperwork (I-9s, new hire reporting, background checks, schedule drug screens, creating new employee files, etc.)
- Assist in compliance, safety, training, and other company wide initiatives
- Work with Construction Management Intern on developing a safety training
- Scheduling training courses and maintain updated log of current certifications
- Filing, scanning, mailing, and other administrative duties as needed
- Maintaining confidentiality of sensitive information/documents

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

Apply through <https://gemechanical.applicantpro.com/jobs/>

Accounting Internship, In-person, 1 open position

Overview of Position

Accounting intern typically plays a crucial role in supporting the Finance department of the organization. The internship provides an opportunity for individuals to gain practical experience in the field of accounting.

Responsibilities/Duties/Projects

Accounting Internship duties can include the following:

- Supporting the accounts payable process by processing invoices, ensuring timely payments, and maintaining vendor records.
- Assisting in accounts receivable tasks, including creating invoices, monitoring customer payments, and reconciling accounts.
- Reconciling bank statements with the company's financial records to ensure accuracy and identify discrepancies.
- Assisting in maintaining accurate and up-to-date financial records by entering data into accounting software.
- Assisting in the preparation of financial reports, including income statements, balance sheets, and cash flow statements.
- Ensuring compliance with accounting principles, company policies, and relevant regulations.

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

Apply through <https://gemechanical.applicantpro.com/jobs/>

New Jersey Chapter of Professional Women in Construction, Inc.

Project Construction Engineer, In-person, 1 open position

Overview of Position

We are seeking a highly motivated and detail-oriented Entry Level Construction Project Engineer to join our team. The successful candidate will be responsible for assisting the project manager with planning, scheduling, coordinating and executing construction projects. The candidate will work closely with the project team, including contractors, subcontractors, and vendors, to ensure that projects are completed on time, within budget, and to the required specifications.

Responsibilities/Duties/Projects

Project Construction Engineer duties can include the following:

- Assist the project manager in creating and updating project schedules and timelines with appropriate software, using Excel and Projects. Training will be provided for intern.
- Review construction drawings and specifications to ensure that all project requirements are met. This will include material and plan take offs. Training with calculations will be provided for intern.
- Review drawings and specifications to prepare required submittals for submission. The intern will be working with the estimator and project manager to perform this task.
- Prepare cost estimates for changes to the drawings and project. Guidance and training from project managers will be provided to intern.
- Work with project managers and subcontractors to ensure that all work is completed according to the project specifications and within budget. This will be done with cost reports and estimate comparisons.
- Attend meetings with project team members, clients, and stakeholders.
- Preparation of project status reports and updates. The intern will be using Excel and Word to prepare these reports and updates. The intern will do site visits and review project with Superintendents to create these reports.

Desired Majors

Engineering

How To Apply

Send resume to lpope@hconstructors.com