



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities

Education

Chad School Foundation

60 Park Place, Newark, NJ 07102

Program Assistant, In-person, 3 open positions

Overview of Position

The Chad School Foundation is an education policy and advocacy organization that works to uphold excellence in education by improving student outcomes for historically disadvantaged children attending public schools. Through commissioning research, convening key stakeholders and decision makers, and awarding scholarships, the Foundation leads efforts to support the academic success of students of color and to raise the expectations for student achievement in the Newark community.

The intern will work to provide support to The Chad School Foundation office and staff. He/she will help organize, set up, and participate in Chad events as well as publicize events and educational topics on social media and complete general office work.

Responsibilities/Duties/Projects

Program Assistant duties can include the following:

- Meeting and special event conception, planning, coordination, and support.
- Marketing and communications support, including website and social media maintenance, poster and flyer design, and copy writing.
- Attendance at meetings of organizations and committees.
- Research related to Chad School Foundation programmatic initiatives, and other education policy related topics.
- Additional tasks and projects assigned by the Executive Director or Project Manager.

Qualifications

- Professionalism: Must be reliable and dependable, reporting to work, completing assignments, and responding to communications (emails, texts, phone calls) promptly.
- Commitment to promoting diversity, equity, and inclusion.
- Ability to work during the window and occasional evenings to support staff and board meetings and events.
- Positive attitude and courteousness.
- Excellent verbal and written communication skills.
- Proficiency in basic computer skills, i.e., word processing, spreadsheets, presentations, web sites, and social media.

Desired Majors

Education, Communications, Business, Entrepreneurship & Human Resources, Civics & Government, Computer Science, Information Systems & Technology, General Studies, Humanities & Languages

How To Apply

Send resume, cover letter, and transcripts to im@thechadschoolfoundation.org

Dynamic Learning Academy

45 Route 206 Hammonton, NJ 08037

Preschool teacher, In-person, 2 open positions

Overview of Position

At the end of the internship students will be able to: create developmentally appropriate curriculum plans based on individual children's needs and interests within the context of family, culture, and society; integrate theory and research into curriculum planning; integrate multicultural and diversity issues into curriculum plans; design classroom schedules and lesson plans; demonstrate techniques to communicate with families and professionals; demonstrate the ability to use guidance and management techniques to support the social and emotional development of young children from birth to age five; demonstrate sensitivity to the child guidance practices of families and cultures; demonstrate supportive teacher-child relationships and promote positive peer relationships; document observations using techniques such as running records, anecdotal records, event sampling, time sampling, rating scales, and checklists; demonstrate the ability to interpret and use assessment and screening results to make curriculum decisions and communicate with parents and professionals; develop positive, collaborative relationships with colleagues, other professionals, and families and work effectively as a member of a professional team; reflect on teaching practices, self-assess and evaluate the effect of choices and actions on children, parents, and other professionals to plan and modify teaching behaviors and program plans.

Responsibilities/Duties/Projects

Preschool teacher duties can include the following:

- Create developmentally appropriate curriculum plans based on individual children's needs and interests within the context of family, culture, and society.
- Integrate theory and research into curriculum planning.
- Integrate multicultural and diversity issues into curriculum plans.
- Design classroom schedules and lesson plans.
- Demonstrate techniques to communicate with families and professionals.
- Demonstrate the ability to use guidance and management techniques to support the social and emotional development of young children from birth to age five.
- Demonstrate sensitivity to the child guidance practices of families and cultures.
- Demonstrate supportive teacher-child relationships and promote positive peer relationships.

- Document observations using techniques such as running records, anecdotal records, event sampling, time sampling, rating scales, and checklists.
- Demonstrate the ability to interpret and use assessment and screening results to make curriculum decisions and communicate with parents and professionals.
- Develop positive, collaborative relationships with colleagues, other professionals, and families and work effectively as a member of a professional team.
- Reflect on teaching practices, self-assess and evaluate the effect of choices and actions on children, parents, and other professionals to plan and modify teaching behaviors and program plans.

Desired Majors

Education, General Studies, Math & Physical Sciences, Social Sciences, Open to all Majors

How To Apply

Send resume to dynamiclearningac@gmail.com

Exposure and Opportunities

492 C Cedar Lane Teaneck NJ 07666

Grant Financial and data analyst, Hybrid, 1 open position

Overview of Position

Analyze statistical and financial data for grants and and handle HR and bookkeeping

Responsibilities/Duties/Projects

Grant Financial and data analyst duties can include the following:

- Create a system to capture data
- Seek grants and apply
- Handle payments and receivables
- Handle timesheets and HR
- Submit grant reports

Desired Majors

Open to all Majors

How To Apply

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

Event and program planner, Hybrid, 1 open position

Overview of Position

Help plan and create enrichment programs for middle and high school youth along with event planning.

Responsibilities/Duties/Projects

Event and program planner duties can include the following:

- Help create enrichment programs
- Help plan expos and celebratory events
- Help plan corporate and college visits
- Create event brites
- Video and photograph events
- Maintain Linked In account

Desired Majors

Open to all Majors

How To Apply

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

Social media and marketing manager, Hybrid, 1 open position

Overview of Position

We are looking for an experienced and enthusiastic social media specialist to join our creative team. You will be responsible for creating social media campaigns and the day-to-day management of the company's social media properties. Your passion for social media as a communications tool will result in the adoption and implementation of social media best practices across all social media channels.

The successful candidate will be an excellent communicator, a versatile creative writer, and a team player. You will be an active participant in data collection and analyses in order to consistently improve the company's social media practices over time.

Responsibilities/Duties/Projects

Social media and marketing manager duties can include the following:

- Developing social media content plans that are consistent with the company's brand identity.

- Creating consistent, meaningful content on all social media platforms, including writing and editing social media posts, improving customer engagement, and promoting social media campaigns.
- Managing a high volume of daily social media posts.
- Communicating with social media followers, including responding to queries in a timely manner.
- Developing and managing social influencer programs and attending social influencer events

Desired Majors

Open to all Majors

How To Apply

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

Ramapo College of New Jersey

505 Ramapo Valley Road, Mahwah, NJ 07430

Residential Assistant Internship, In-person, 1 open position

Overview of Position

The Upward Bound Math Science Program at Ramapo College of New Jersey seeks a Residential Assistant Intern. Under the supervision of the Residential Director of the Upward Bound Math Science (UBMS) Program, the Residential Assistant Intern will support the UBMS program by assisting in training, supervising, and evaluating Full-time Summer Tutor/Counselors, by assisting the academic director in monitoring the progress of participants during the summer program, and by planning and execution of non-academic student activities.

The intern will learn to engage youth in activities that emphasize the importance of higher education and promote skills that teach time management, responsibility, perseverance, self-advocacy, good demeanor, citizenship, and social and emotional resilience. Applicants must be pursuing or have completed a Bachelor's degree from an accredited college, have experienced a college residential experience themselves, have been students in good standing, who were engaged in extra-curricular activities, and they must have strong interpersonal skills.

Preferred

Experience includes working with high school students, underserved communities or with low-income communities, and/or with diverse ethnic groups. Experience working in college/university residential life a bonus.

Responsibilities/Duties/Projects

Residential Assistant Internship duties can include the following:

Time Commitment:

- 12.5 hours per week for 4 weeks, June 3- June 28 in preparation for the Summer Program
- 25 hours per week during the 6-week residential program (June 30 – August 9)

Duties:

- Assists residential director in the supervision of the full-time summer tutor/counselors
- Assists residential director in the development of the summer extra-curricular activities, including field trips
- Assists the residential director in developing and planning the evening activities and assure successful execution of all activities
- Assists the residential director in ensuring that students are appropriately entertained during the six-week summer program
- Ensure the safety of all student participants and staff during all evening activities, and the security of students after curfew
- Assists residential director in monitoring student social growth and development
- Assists residential director in recruitment and selection of full-time tutor/counselors
- Assists residential director in training staff on the policies and procedures of the Ramapo College Upward Bound Math Science Program with regard to residential/extracurricular aspects of the program
- Communicates regularly with the project director and residential director regarding student progress and staff performance with regard to the residential/extracurricular aspects of the program
- Attends and helps the residential director plan weekly residence staff meetings during the summer program
- Generally, assists the residential director in overseeing the quality of the residential/extracurricular services provided by the summer program and performs duties as needed
- Assumes the responsibilities of the residential director in his/her absence or time of duty
- Communicate any and all problems to the Residential Director
- Attend on campus and off-campus meetings at the request of the Project Director, Assistant Director, or Residential Director.

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to ssuarez@ramapo.edu

Teen Social and Emotional Learning Internship, In-person, 1 open position

Overview of Position

The Upward Bound Math Science Program at Ramapo College of New Jersey seeks a Social and Emotional Learning (SEL) Intern. Under the supervision of the Residential Director and the Director of the Upward Bound Math Science (UBMS) Program, the SEL Intern will support the UBMS participants, who are first generation, low-income high school students, by developing programming that addresses participant social and emotional health with the goal of meeting their academic and career development needs while they participate in this college preparatory program.

The intern will learn to assess participant social/emotional and academic needs and implement a multi-tiered system of support, including: 1) core classroom/large group intervention, 2) targeted small group intervention, and 3) intensive individual intervention to assess participant social and emotional needs and to provide coping skills in the management of emotional awareness and emotional regulation. A Bachelor's degree in social work or related field and enrollment in a Master's in Social Work Program for the Fall 2024, as well as strong interpersonal skills are required.

Responsibilities/Duties/Projects

Teen Social and Emotional Learning Internship duties can include the following:

Time Commitment:

- 12.5 hours per week for 4 weeks, June 3- June 28 in preparation for the Summer Program
- 25 hours per week during the 6-week residential program (June 30 – August 9)

Assessment of Participant Needs:

- Assess UBMS participant Social and Emotional needs by performing brief screenings using the ACEs-Q, the Connor-Davidson Resilience Scale (CD-RISC-10), the emotional awareness questionnaire, and the emotional regulation questionnaire, reviewing assigned journal entries, performing group/individual discussions, and reviewing the summer behavior log
- Assess UBMS participant academic needs by reviewing school report cards, summer program progress reports, Accuplacer test scores, and SAT practice scores

Multi-Tiered System of Support:

- Develop and implement classroom/large group intervention: brain breaks to build community and relationships and activities for social emotional learning

- Develop and implement targeted small group intervention: RULER activities
- Develop and implement intensive individual intervention (caseload of 5-6): case management, supportive counseling to those in need of more 1-on-1 attention

Record Keeping:

- Maintain detailed records of assessments for each participant
- Maintain detailed notes of small and large group intervention strategies and process recordings of individual sessions.

Desired Majors

Social Sciences, Health Professions

How To Apply

Send resume, cover letter, and transcripts to ssuarez@ramapo.edu

STEM Center Communications and Assessment Internship, In-person, 1 open position

Overview of Position

The STEM Center at Ramapo College of New Jersey seeks a Communications and Assessment Intern. Under the supervision of the STEM Center Director, the Communications and Assessment intern will support the STEM Center by assisting in the communication/advertisement and assessment of STEM Center activities, including tutoring, workshops, and events.

The intern will learn to promote STEM Center activities using a variety of mediums, including social media, the internet, webpages, and other college approved venues such as the college newspaper, daily announcements, calendars, and student success platforms. The intern will also learn to develop effective data collection tools and how to analyze data collected from these events, such as surveys, evaluations, and application reports. Applicants must be pursuing or have completed a Bachelor's degree in communications or related field from an accredited college, be or have been students in good standing, and have strong interpersonal skills.

Responsibilities/Duties/Projects

STEM Center Communications and Assessment Internship duties can include the following:

Time Commitment:

- 20 hours per week for 10 weeks (May – July), Monday-Thursday between the hours of 8:00am-5:15pm.

Duties:

- Assist the STEM Center Director and Tutoring Coordinator in analyzing data reports from the tutoring services provided during the academic year to plan for future service provisions
- Assist in analyzing the data generated from surveys and evaluations from activities and events held during the Spring 2024 semester to determine successes and areas for improvement.
- Develop assessment tools for upcoming STEM Center activities, such as surveys and evaluation forms
- Maintain and develop the STEM Center Website and social media accounts
- Develop communication and advertising for planned events in the 2024-25 academic year to be used in the absence of the intern throughout the year, including workshops, tutoring services, and special events.

Desired Majors

Communications

How To Apply

Send resume, cover letter, and transcripts to ssuarez@ramapo.edu

Grant Development Internship, Hybrid, 1 open position

Overview of Position

Ramapo College of New Jersey seeks a Grant Development Intern. Under the supervision of the Assistant Director of Grants and Sponsored Programs, the Grant Development Intern will support Ramapo College's strategic initiatives through grants. As an Intern, you will learn the fundamentals of all aspects of grant development including how to locate funding opportunities, the process of writing and editing grant proposals, drafting letters of inquiry to sponsors, and developing a grant budget. Interns will have the opportunity to work with the Office of Grants and Sponsored Research on projects in development and those yet to be identified, while learning about the overall structure and activities of grant development at an academic institution. Attention to detail and exceptional writing skills is required.

Interns will be required to work 15-20 hours per week in summer 2024. The position is 2-3 days per week up to 8 hours per day with flexible work hours between 8:00 and 5:30 pm.

- Start date: May 2024
- End date: August 2024

Responsibilities/Duties/Projects

Grant Development Internship duties can include the following:

- Review daily grant and contract publications in order to identify and pursue potential matches for institutional strategic priorities;

- Draft clear, compelling, and well-organized grant proposals and letters of inquiry that effectively communicate the organization's mission, objectives, and the specific project for which funding is sought;
- Create detailed budgets that outline how the grant funds will be utilized;
- Ensure that grant proposals adhere to the specific guidelines and requirements of each funding opportunity, including deadlines and submission formats; and
- Effectively manage time and prioritize tasks to meet grant application deadlines.

Desired Majors

Education, Communications, Humanities & Languages, Social Sciences

How To Apply

Send resume, cover letter, and transcripts to bconnors@ramapo.edu

Environmental Educator, In-person, 2 open positions

Overview of Position

This is a learning opportunity for students who are interested in environmental education. The NJSEA Meadowlands Environment Center (MEC), operated by Ramapo College of New Jersey educators, provides environmental education opportunities to schoolchildren in Grades K-12 through MEC programs. The MEC provides informal STEM education experiences to 15,000 – 20,000 students each year. Our programs encourage the use of the environment as a classroom, increase awareness of the resources of the Meadowlands, and help communities recognize critical environmental issues affecting communities such as health, energy use and global climate change. Through inquiry learning and cross-curricular activities we offer hands on educational programs for grades K-12. We provide “life-long” learning programs for young children, families, adults, older adults, and members of the community living with disabilities. Programs include instruction during the day and community engagement through family science nights and scout programs. Students are enrolled in public, private, charter, and homeschool programs. These children are: general education students; special education students from inclusion and self-contained programs; Title 1, low-income, high-risk students; English Language Learners; on the Autism Spectrum; Gifted students including those twice exceptional. Our summer programs include STEM enrichment programs for school districts and community recreation programs as well as MEC summer day-camps and professional development workshops for teachers.

Under the direction of the Education Coordinator at the Meadowlands Environment Center; the Environmental Educator intern will assist in the implementation of educational programs for visiting groups. They will also perform routine educational support and animal care tasks. The staff at the MEC will mentor the interns; we expect that after they have mastered some content, the interns will be able and comfortable to assume some opportunities to instruct the classes under the guidance of the staff.

Responsibilities/Duties/Projects

Environmental Educator duties can include the following:

- Assist educational programs correlated to State and National Content Standards.
- Assist in the care and maintenance of live animal exhibits.
- Assist in the facilitation of teacher training workshops
- Respond to public inquiries following established guidelines.
- Contribute to team effort by completing tasks on an as needed assigned basis.
- Assist in outreach educational projects/programs.

Desired Majors

Education, Life Science, Math & Physical Sciences

How To Apply

Send resume and cover letter to acristin@ramapo.edu

International Education Intern, In-person, 1 open position

Overview of Position

The Roukema Center for International Education (RCIE) is composed of the following units: Study Abroad & Off-Campus Programs, International Student & Scholars' Service, and the central unit of RCIE which functions as the International Center at Ramapo College of New Jersey. The Roukema Center for International Education assures coherence in the international agenda of Ramapo College in keeping with the four "pillars" of a Ramapo education, namely pursuit of international, intercultural, interdisciplinary, and experiential learning.

Under the direction of the Director of International Education, the International Education Intern will learn the management and operations of an office dedicated to international education and travel. Specific responsibilities are included in the 'Duties' outlined below. In performing these duties, the International Education Intern will have the opportunity to hone their administrative skills as they relate to international travel, learn web page development, improve research methods, and gain valuable experience working in an intercultural higher education environment.

Responsibilities/Duties/Projects

International Education Intern duties can include the following:

- Process study abroad applications (filing, labeling, sorting, copying, etc.)
- Update student support and faculty training materials
- Conduct research projects to help with program assessment and best practices within the field of International Education

- Monitor the International Travel Registry and follow-up as required with all travelers
- Assist in the planning of Roukema Center's annual Study Abroad Fair
- Help prepare for new international student orientation
Assist in the creation of marketing materials (signs, posters, informational handouts)
- Attend presentations and tabling events on campus for RCIE
- Manage Roukema Center's social media platforms
- Engage in communication with prospective and current international students and their families via social media, email and live chat
- Update RCIE web pages as needed
- Willingness to learn basic immigration policies and procedures
- Assist in the development of cross-cultural programs
Other duties as assigned

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to lheckath@ramapo.edu

Higher Education Advising and Administration Internship, Hybrid, 1 open position

Overview of Position

Ramapo College of New Jersey seeks a Higher Education Advising and Administration Intern to work with the College's degree program for working professionals. Under the supervision of the Director of the Degree Completion Program (DCP), the Intern will support Ramapo College's strategic initiatives through the development of programs and activities that support returning adult learners. The Intern will assist the Director in planning and programming specific to the evening adult student population, and will have the opportunity to work with units across the College. In so doing, the Intern will gain an understanding of academic advising, student support, program development and the unique needs of non-traditional students. Attention to detail, empathy and strong communication skills are required.

Interns will be required to work 15-20 hours per week in summer 2024. The position is 2-3 days per week up to 8 hours per day with flexible work hours between 8:00 am and 5:30 pm.

- Start date: May 2024
- End date: August 2024

Responsibilities/Duties/Projects

Higher Education Advising and Administration Internship duties can include the following:

- Provide accurate information and quality customer service to prospective, new and current students, as well as faculty, staff and the general public;
- Act as first point of contact for prospective students via phone, email and campus visits;
- Assist with recruitment events, such as information sessions;

- Assist with planning, coordination and implementation of adult new student orientation sessions;
- Monitor program email accounts;
- Organize, update and send orientation communication sequence to admitted students;
- Maintain and update print and web materials;
- Complete other duties as assigned by the Director;
- Effectively manage time and prioritize tasks to meet deadlines.

Desired Majors

Communications, Business, Entrepreneurship & Human Resources, Civics & Government, Education, General Studies, Humanities & Languages, Social Sciences

How To Apply

Send resume, cover letter, and transcripts to complete@ramapo.edu

Somerset Hills Montessori School

173 Madisonville Road, Basking Ridge, NJ 07920

Assistant Teacher/Camp Counselor, In-person, 5 open positions

Overview of Position

Interns will be expected to oversee the students daily activities. As an intern, you will collaborate with the Montessori teachers to create a nurturing and engaging environment for students. You will ensure the children are learning respectful behavior and manners while assisting with classroom activities, preparing materials, offering one-on-one support to students, and participating in various outdoor activities. This is an excellent opportunity for individuals pursuing a degree in education or a related field to gain hands-on experience, strengthen their communication skills, and contribute to the growth of students.

Responsibilities/Duties/Projects

Assistant Teacher/Camp Counselor duties can include the following:

- Assist Montessori Teachers: Support lead teachers in implementing Montessori principles and activities in the classroom.
- Classroom Preparation: Prepare and organize materials for daily activities, ensuring a conducive and organized learning environment, and creating an enjoyable and educational environment.
- Individualized Support: Provide one-on-one assistance to students in their activities, fostering independence, trust and confidence in the students.
- Outdoor Activities: Engage students in outdoor and recreational activities, promoting physical development, safety and a connection with nature. Summer camp includes assisting children during swimming and teaching proper etiquette.

- Observation and Documentation: Observe and document students' progress, behaviors, and interests, contributing to individualized learning plans.
- Parent Communication: Communicate effectively with parents, sharing insights into students' daily experiences and achievements.

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to shms1@verizon.net

Wunderkind Academy

179 Irvington Avenue. South Orange, NJ 07079

Infant Assistant Teacher Internship, In-person, 1 open position

Overview of Position

The Infant Assistant Teacher plays a pivotal role at Wunderkind Academy, a childcare center dedicated to nurturing the youngest minds. In this role, you will collaborate closely with lead teachers to ensure the health, welfare, and safety of infants in our care. Your responsibilities include assisting with daily activities and meal preparations, engaging in interactive play, and contributing to a secure and learning-rich environment. You will monitor and guide infants both in and out of the classroom, including outdoor activities and field trips, while ensuring the classroom remains organized and conducive to learning. This position is ideal for those who are passionate about early childhood development and wish to make a positive impact on the lives of infants.

Responsibilities/Duties/Projects

Infant Assistant Teacher Internship duties can include the following:

- Assist Lead Teachers: Collaborate closely with lead teachers in supervising and caring for infants, ensuring their health and safety at all times.
- Activity Preparation: Help prepare and organize daily activities and meals, creating a nurturing and stimulating environment for infants.
- Child Interaction: Engage in interactive play and learning activities with infants, fostering their development and providing individual attention.
- Classroom Management: Ensure the infant classroom is well-organized, clean, and safe, and monitor infant activities both inside and outside the classroom.
- Field Trip and Outdoor Supervision: Accompany infants on field trips and outdoor activities, ensuring their safety and enhancing their learning experience.

Desired Majors

Education, Open to all Majors

How To Apply

Send resume and transcripts to info@mlthinkers.com

Business Analyst Internship, Hybrid, 1 open position

Overview of Position

The Business Analyst position at Wunderkind Academy offers a unique opportunity to impact the operational efficiency and market competitiveness of our childcare center. In this role, you will be responsible for creating management plans, analyzing market trends, and identifying areas for improvement within the business model. Your tasks include collecting and analyzing client feedback, conducting surveys, and presenting data-driven strategies for business enhancement. Staying abreast of industry standards and trends is crucial for implementing innovative changes in our projects and services. This role is ideal for someone with strong analytical skills, business acumen, and a passion for driving organizational success through strategic planning and analysis.

Responsibilities/Duties/Projects

Business Analyst Internship duties can include the following:

- **Management Planning:** Develop and implement detailed management plans to improve operational efficiency and effectiveness.
- **Market Analysis:** Conduct thorough market and competition analysis to identify trends and areas for strategic growth.
- **Feedback Collection and Analysis:** Gather and analyze client feedback through surveys and other methods to inform business improvements.
- **Presentation and Reporting:** Create and deliver presentations on data-driven strategies, and arrange meetings to discuss potential improvements.
- **Industry Research:** Stay updated on industry standards and trends to integrate innovative practices into new projects and services.

Desired Majors

Education, Open to all Majors, Business, Entrepreneurship & Human Resources

How To Apply

Send resume, cover letter, and transcripts to info@mlthinkers.com