



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 by Major

Engineering

## **Christ Church USA**

140 Green Pond Road, Rockaway, NJ 07866

**Audio Engineering Intern, In-person**, 1 open position

### *Overview of Position*

As the Audio Engineering Intern, you will be working with the Media Department assisting in recording, monitoring, creating, assessing, etc. in audio and sound production projects.

### *Responsibilities/Duties/Projects*

*Audio Engineering Intern* duties can include the following:

What You Will Do:

- Assessing the acoustics of the performance area and assembling and operating the necessary equipment.
- Consulting with producers and performers to determine the sound requirements.
- Selecting, positioning, adjusting, and operating the equipment used for amplification and recording.
- Applying technical knowledge of sound recording equipment to achieve the determined artistic objectives.
- Recording sound onto digital audio tape or hard disk recorders.
- Monitoring audio signals to detect sound-quality deviations or malfunctions.
- Anticipating and correcting any problems; maintain and repairing sound equipment.
- Integrating (synchronization) or pre-recorded audio (dialogue, sound effects and music with visual content.
- Re-recording and synchronizing audio (post-synching).
- Mixing and balancing speech, effects and music.
- Creating and altering sound effects for use in films, television, etc.

What You Will Learn:

- Live Audio Equipment Setup & Teardown ( Speakers, microphones, wiring, etc.)
- Multitrack Live Recording
- Setup & Monitor In Ear Monitoring for Singers and Band
- Industry standard audio engineering software
- Live Mix Audio Engineering

### *Qualifications*

- Production-the recording of all sound on set or on location on both campuses.
- Post-Production-the balancing, mixing, editing and enhancing of pre-recorded audio.
- Digital transfers-the ability to transfer digital files to support podcast online access and webcasts.

- Creative and flexible. Must have strong verbal and written communication skills.
- Must be a self-starter and self-motivated; open to constructive criticism and feedback.
- Must be a team player and flourish in a fast-paced, deadline-oriented environment.
- Must be detail-oriented and organized with an ability to prioritize time-sensitive assignments.

### **Desired Majors**

Engineering

### **How To Apply**

Apply through <https://christchurchusa.org/questcollege/internships/>

## **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>

## **Covanta**

445 South Street, Morristown, New Jersey

**Lean Transformation Intern, Hybrid**, 4 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

*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>

## **Crestron Electronics, Inc.**

15 Volvo Drive Rockleigh, NJ 07647

**Intern - Summer 2024 - Test Engineer, In-person**, 1 open position

### Overview of Position

Engineering interns to support technical operations business unit within the Test Engineering group. Tasks will include test equipment design, support of system integration testing, and preparation of engineering documentation. Will work along-side engineering staff to develop solutions for production testing requirements.

### Responsibilities/Duties/Projects

*Intern - Summer 2024 - Test Engineer* duties can include the following:

- Development of production test systems for Crestron's product lines (DM, Audio, lighting or others)
- Take a role in communicating, coordinating, and driving time constrained projects related to design and development of test solutions
- Coordinate and/or develop test plans, test procedures, test platforms and test specifications
- Assist TE managers with the planning, creation and validation of functional test specs, test procedures and test equipment required to perform production test
- Develop custom test equipment, fixturing and software test programs as required for a given project
- Explore new avenues and test technologies for quality improvements on production testing assignments and turn into actionable projects
- Perform statistical analyses on design quality of product assigned, identify trends and spearhead corrective actions
- Coordinate test and production teams to implement and/or deploy test systems
- Coordinate test training activities for team members and production personnel
- Work with design engineering to develop a test approach and strategy for a product and/or suite of products
- Coordinate with design engineering test and debug activities for product features during new product introduction
- Support production NPI during the initial launch phase and ensure acceptable test repeatability and product yields

- Adhere to all safety and health rules and regulations associated with this position and as directed by the manager
- Comply and follow all procedures within the company security policy
- Other duties as assigned

### *Desired Majors*

Engineering

### *How To Apply*

Send resume to [campusrelations@crestron.com](mailto:campusrelations@crestron.com)

## **Crestron Electronics, Inc.**

15 Volvo Drive Rockleigh, NJ 07647

**Intern - Summer 2024 - Engineering Software Tools, Hybrid**, 2 open positions

### *Overview of Position*

As an engineering software tools intern, you will work as a member of the Software Tools team to implement frontend development solutions for interactive web application contributing to framework development to enable mission-oriented applications on one of our next-gen projects.

### *Responsibilities/Duties/Projects*

*Intern - Summer 2024 - Engineering Software Tools* duties can include the following:

- Work closely with team to design and implement frontend for interactive web application
- Apply your HTML / CSS / JavaScript programming skills to solve complex problems
- Participate in design and code reviews
- Write automated tests and user interface tests to support automated application testing
- Identifying problems uncovered by testing, and correcting them
- Identify and address performance bottlenecks
- Write technical documentation

### *Desired Majors*

Engineering, Computer Science, Information Systems & Technology

### *How To Apply*

Send resume to [campusrelations@crestron.com](mailto:campusrelations@crestron.com)

## **DLB Associates Consulting Engineers, P.C.**

3600 Route 66, Suite 150 - #5981

Neptune, NJ 07753

**Engineer Junior Associate, Remote**, 4 open positions

### **Overview of Position**

The Engineer Junior Associate will have the opportunity to engage in comprehensive training for the design of MEP (Mechanical, Electrical, Plumbing) systems in buildings. They will learn, through hands-on application, how to design a wide variety of projects. This person will work as part of the Engineering Team and interact closely with the Project Management Team to produce construction documents, assist in project specifications and assist in the construction administration process.

The Engineer Junior Associate will rely on instructions and pre-established guidelines to perform the functions of the job. They will work under immediate supervision and learn to navigate the business environment. This person will be expected to learn company policies and procedures to resolve routine issues.

This person will communicate and operate in line with organizational goals and values, as well as departmental objectives.

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

*Engineer Junior Associate* duties can include the following:

Assist in Production of Engineering Documents (60%)

- Perform basic engineering work and design tasks under a senior engineer's supervision
- Perform standard computations and analysis
- Learn to utilize AutoCAD and Revit software to prepare drawings and visual aids
- Assist in the review of drawings details, schedules, sequence of operations and drawing content as directed

Assist in Pre-Construction Activities (15%)

- Survey existing building conditions and prepare technical reports of findings
- Collect data and other information for construction documents
- Prepare project design and construction documents

Assist in Construction Activities (15%)

- Work as part of the engineering team and interact closely with the project management team
- Review shop drawings and submittals
- Organize and prepare responses to RFIs

- Assist with punch lists and project closeout documents

#### Reporting (10%)

- Prepare project progress reports for internal and external stakeholders
- Update and maintain shop drawing and RFI log
- Manage personal hours using company tools
- Completion of Assigned Tasks and Deliverables on Time and on Budget
- Performs Other Related Duties as Assigned

#### Qualifications

- Skilled at using MS Office Suite (Excel, Word, Outlook, PowerPoint, Teams), along with exceptional organizational skills for file management
- Skilled in completing assignments accurately and with attention to detail
- Ability to work successfully in a remote environment through effective communication and organizational skills, self-motivation, proactiveness and resourcefulness in a distraction free workspace
- Ability to follow company and site safety requirements
- Ability to analyze and prepare documents, reports and correspondence
- Ability to communicate effectively in both oral and written form (technical and non-technical information)
- Ability to work successfully as a member of a team and independently with supervision
- Ability to work under pressure and meet close deadlines
- Organizational skills, with the ability to manage multiple tasks simultaneously

#### PHYSICAL DEMANDS

The following physical demands must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is

- Frequently required to remain in a stationary position
- Frequently moving through office, facility and other environments
- On occasion the employee may move equipment weighing up to 25 pounds

#### TRAVEL / RELOCATION REQUIREMENTS

- Up to 10%, this may include travel to any or all 50 US states
- Travel is defined as physically leaving home on behalf of business activities including but not limited to client sites, meetings with other employees, meeting for business development purposes, running errands on behalf of the business, attending industry conferences, etc.

#### EDUCATION / EXPERIENCE



- Bachelor's degree in electrical, mechanical or architectural engineering from ABET accredited institution in process, with a sound knowledge of engineering fundamentals

### *Desired Majors*

Engineering

### *How To Apply*

Apply through

<https://dlbassociates.zohorecruit.com/recruit/ViewJob.na?digest=VWf7kY@KrEOYAJIjQskvZ731wpUeU.sRC7rB6BZqlk-&embedsource=CareerSite>

## Heyboss

3 perrine ave, unit 506, Jersey City, NJ07306

**FullStack Developer internship, Remote**, 3 open positions

### *Overview of Position*

We are looking for a motivated and intellectually curious individual who is eager to join a rapidly expanding startup.

In the role of Software Engineer, you will be responsible for developing a React application using tailwindcss and contributing to the creation of a full-stack application with server and backend components. Your involvement will extend to shaping the technical aspects of new product development, and you will actively participate in key strategic decisions alongside the founders and the rest of the Dev team.

### *Responsibilities/Duties/Projects*

*FullStack Developer internship* duties can include the following:

- Javascript/Reac
- Tailwindcss
- AWS / Heroku
- Express / Strapi
- PostgreSQL
- Rollup / typescript / nextjs
- Collaborate closely with engineers and leadership to propel initiatives forward. As one of our early team members, you have significant opportunities to make a substantial impact and influence the future trajectory of Rinsed in this position.

### *Desired Majors*

Engineering

## How To Apply

Send resume and cover letter to [info@heyboss.us](mailto:info@heyboss.us)

## **Integrated Chemistry Services, LLC**

1 Whittendale Drive, Suite E , Moorestown, NJ 08057

**Scientific R&D Intern, In-person**, 1 open position

### Overview of Position

Integrated Chemistry Services (ICS) is opening a 2024 Summer Scientific R&D Intern position. ICS is a CDMO (Contract Development and Manufacturing Organization) that specializes in dry chemistry assay development. We work with clients worldwide, across multiple industries, to develop testing devices that support their project goals and deliverables. With a unique ability to scale to manufacturing, our team can support clients from concept to commercialization. ICS is dedicated to creating solutions and making a meaningful impact in the world.

We are seeking a driven, excited, and reliable intern to become fully integrated with the ICS team in the Summer of 2024. The intern can expect day-to-day experiences that include scientific research, experimental design, experimental execution, data collection and analysis, contribution to client presentations and updates, and more. The intern will be expected to work alongside ICS staff in support of projects, and they may expect to interact with the following teams: Scientists, Project Manager, Quality Manager, and Partners.

The applicant must have the willingness to work in a team setting with a desire to learn and contribute. This applicant must have prior laboratory experience and an ability to work with the Microsoft suite of programs (Excel, PowerPoint, Outlook). The applicant must be currently enrolled in undergraduate or graduate studies, with an engineering or scientific major preferred.

### Responsibilities/Duties/Projects

*Scientific R&D Intern* duties can include the following:

- General laboratory functions such as buffer preparation, reagent formulation, operation/maintenance of laboratory equipment, and record keeping.
- Involvement in process development for transfer to manufacturing.
- Draft Standard Operating Procedures (SOPs) and testing protocols.
- Contribute to the experimental design process in support of clients' project goals.
- Perform experiments in a lab-based setting to collect data.
- Data analysis and upload.
- Development and contribution to presentations for regular client updates.
- Research for methodology and technique for client assay approaches.
- Honor client confidentiality.

### *Desired Majors*

Engineering, Life Science, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science, Technologies & Technicians

### *How To Apply*

Send resume to [rjeronimus@integrated-chemistry.com](mailto:rjeronimus@integrated-chemistry.com)

## **Joint Meeting of Essex & Union Counties**

500 S 1st St, Elizabeth, NJ 07202

**Assistant Project Coordinator and Administration Internship, In-person**, 1 open position

### *Overview of Position*

Assists the full-time Project Assistant in coordinating tasks related to the JMEUC's capital construction program. Interns will assist the Project Assistant with contracts and learn how they should be monitored. Additionally, interns will assist and learn how to review change orders for accuracy as well as informing other Joint Meeting Officers of various project details. This position is a great opportunity for someone to learn the functions of a wastewater treatment facility at a macro-level, having a hand in the many administrative functions that are essential to this important process.

### *Responsibilities/Duties/Projects*

*Assistant Project Coordinator and Administration Internship* duties can include the following:

- Monitor contractors to ensure that they are performing in accordance with the contract requirements with respect to the correct minimum number of workers and minimum wage law requirements.
- Examine all payment requests submitted by contractors as assigned by the Assistant.
- Review for accuracy all change orders as requested by the Project Coordinator and Project Assistant.
- Maintain accurate records with respect to each project undertaken by the Joint Meeting.
- Update and assist the Project Assistant who will make presentations to various Joint Meeting Officers regarding the status of pending Joint Meeting projects.
- Assist other Joint Meeting Employees with projects on an as needed basis as assigned by the Project Assistant.
- Report all problems to the project coordinator and assistant immediately.
- Comply with all safety procedures within the unit at all times.
- Comply with all agency policies, procedures and rules, written or otherwise, at all times.
- Perform all other duties as assigned and/or required.

- Coordinate with the Project Assistant and safety officer and ensure safety procedures within the unit at all times.

### *Desired Majors*

Engineering, Health Professions, Life Science, Math & Physical Sciences, Technologies & Technicians

### *How To Apply*

Send resume and cover letter to **the director of HR at "rbarry@jmeuc.com"** or apply through **"jmeuc.com"**

## **Lionheart EMC LLC.**

**Energy Engineer, Hybrid**, 1 open position

### *Overview of Position*

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities.

As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities

Work a minimum of 3 days/week for 10 weeks

### *Responsibilities/Duties/Projects*

*Energy Engineer* duties can include the following:

- **Technical Analysis:** Interns will grow in their ability to analyze mechanical, electrical, plumbing and automation systems as part of a series of opportunities to survey projects. While working alongside a senior engineer, they will receive an opportunity to be coached and trained in their understanding of the systems they encounter. Interns will take part in assembling checklists based on the International building code, International Mechanical and plumbing code that will be used as the basis of design evaluations and for field surveys. This activity will familiarize the interns with codes and standards for building construction in New York and New Jersey.
- **Communication:** Interns will grow in their ability to coordinate and communicate with personnel on job sites and senior engineers by developing (5) field reports of activities and presenting findings to the project team. These reports will cover topics such as their understanding of the current project, information obtained from project personnel, issues discovered and key takeaways for next steps.

- **Training:** The intern will be trained in specific topics such as control systems, building commissioning and energy modeling by taking courses and presenting lesson content to the project team.
- **Transitional Skills:** The intern will gain skills that can be transitioned to future engineering opportunities such as the aforementioned technical analysis and communication skills, as well as: Teamwork, professionalism, accountability and a greater understanding of the energy industry.

### Qualifications

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Currently enrolled in an undergraduate or graduate degree program in Mechanical Engineering, Industrial Engineering, Chemical Engineering, Mechanical Engineering Technology, Electrical Engineering Technology or related discipline at a NJ College or University
- GPA of 3.0 preferred
- Have a basic understanding of HVAC systems and mechanical equipment
- Have experience using autoCAD/Revit

### Desired Majors

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

### How To Apply

Send resume to [lzambino@LionheartEMC.com](mailto:lzambino@LionheartEMC.com)

## **Lionheart EMC LLC.**

**Software Engineer, Hybrid**, 1 open position

### Overview of Position

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities.

As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities

Work a minimum of 3 days/week for 10 weeks

### Responsibilities/Duties/Projects

*Software Engineer* duties can include the following:

- **Technical Analysis:** Interns will grow in their major of computer science by supporting the development of a web-based platform under the supervision of senior software and network engineers. The software engineering intern will increase their application of JAVA, Python, SQL and software development tools for User Interface development. The software engineering intern will take part in live demo tests and present software capability to the project team.
- **Communication:** One of the core components of the software package that the intern will be developing is a feature that teaches end users about analytics and statistics with informational pop ups. This platform will be delivered for free to facilities serving inner city communities and the software engineering intern will be required to support the development of an interface that is easily accessible and available for multiple user types. The software engineering intern will be required to present a report and presentation of their contribution to the development work at the end of the internship to technical and non-technical professionals.
- **Transitional Skills:** The product development of the software package will introduce the intern to skills and coaching that can be carried to their next place of employment alongside interpersonal and communication skills.

### Qualifications

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Proficient in Python, Java, data-based programming, cloud computing
- Currently enrolled in an undergraduate degree program in Computer Science, Information Technology or related discipline at a NJ College or University
- GPA of 3.0 preferred

### Desired Majors

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

### How To Apply

Send resume to [lzambino@LionheartEMC.com](mailto:lzambino@LionheartEMC.com)

## **Lionheart EMC LLC.**

**Data Analyst, Hybrid**, 1 open position

### Overview of Position

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to

the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities. As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities  
Work a minimum of 3 days/week for 10 weeks

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

*Data Analyst* duties can include the following:

- Support data mining activities for data trends in HVAC equipment from commercial and industrial projects. The intern will help develop dashboards that can be communicated to non-technical personnel.
- Develop informational dashboards for client communications that clearly identify issues in equipment performance and provide guidelines for resolution. The intern will gain deeper insight into the troubleshooting process using data analysis techniques.
- Take training courses in energy data management. The intern will gain an increased understanding of how trends using temperature, humidity, pressure, and flow sensors can provide key insights into mechanical equipment.

### **Qualifications**

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Proficient in statistics, graphs and analysis of data trends
- Proficient in Microsoft Excel
- Currently enrolled in an undergraduate degree program in Data Science, Statistics or related discipline at a NJ College or University
- GPA of 3.0 preferred

### **Desired Majors**

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

### **How To Apply**

Send resume to [lzambino@LionheartEMC.com](mailto:lzambino@LionheartEMC.com)

## **Lionheart EMC LLC.**

**Project Coordinator, Hybrid**, 1 open position

### **Overview of Position**

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities. As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities  
Work a minimum of 3 days/week for 10 weeks

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

*Project Coordinator* duties can include the following:

- Manage project task lists and timelines alongside team members. The intern will grow in their ability to communicate with peers in different disciplines, and support issue resolution at various levels.
- Research requirements for new business opportunities and application processes. The intern will support the development of RFP (request for proposal) responses and gain deeper insight into private and public sector requirements for professional project bidding.
- Learn about energy, management and control systems through filing, review and transmission of engineering documents including but not limited to: construction documents with mechanical, electrical, and plumbing sets, and energy analytics.
- Go to the field to observe engineering activities. The intern will participate in a series of site visits alongside a senior engineer.

### **Qualifications**

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Excellent communicator
- Excellent verbal and soft skills
- Highly organized
- Microsoft Suite proficient
- Currently enrolled in an undergraduate degree program in Project Management, Mechanical Engineering, Industrial Engineering, Business Management or related discipline at a NJ College or University
- GPA of 3.0 preferred

### **Desired Majors**

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

### **How To Apply**

Send resume to [lzambino@LionheartEMC.com](mailto:lzambino@LionheartEMC.com)



## **Lionheart EMC LLC.**

**Media, Hybrid**, 1 open position

### **Overview of Position**

Lionheart EMC is a consultancy with a heart of advocacy and a desire to champion the facility solution that best supports every stakeholder from the ownership, to the operating personnel, to the inner-city hospital bed. We are a consulting engineering firm with specialty services in professional energy, management, and control system consulting services for commercial buildings, schools, hospitals, data centers, transportation facilities, and Industrial facilities. As a Lionheart intern, you will help support the mission to evaluate and improve energy management and control systems at these facilities  
Work a minimum of 3 days/week for 10 weeks

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

*Media* duties can include the following:

- Help manage Instagram and LinkedIn accounts by putting together posts using a combination of technical articles written by Lionheart EMC and market research to optimize social media presence.
- Research automation techniques for social media posts.
- Support the development of a company promotional video that details the vision of Lionheart EMC, and details core services in engineering, project management and control systems consulting.
- Support the development of standardized strategies for search engine optimization.
- Assist with website design
- The intern will grow in their understanding of the engineering industry, and in their ability to communicate to technical and non-technical personnel alike using social media, video content and the website.

### **Qualifications**

- Positive, motivated self-starter who can take an assignment and run with it.
- Humble and willing to learn
- Willing to gain an understanding of energy management and control systems for the purpose of communications
- Currently enrolled in an undergraduate degree program in Marketing, Film, Communications, Advertising or related discipline at a NJ College or University
- GPA of 3.0 preferred

### **Desired Majors**

Engineering, Communications, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Math & Physical Sciences

### *How To Apply*

Send resume to [lzambino@LionheartEMC.com](mailto:lzambino@LionheartEMC.com)

## **New Jersey American Water**

1 Water Street, Camden, NJ 08102

**Engineering/Planning Intern, In-person**, 1 open position

### *Overview of Position*

This coop experience will introduce you to the exciting career opportunities in the water and wastewater field. The successful candidate will learn firsthand how water utilities support communities and provide resiliency and sustainability. The candidate will work with a team of engineers to develop water supply plans, asset management plans and support various types of engineering projects and programs for the company's water and wastewater systems. Work assignments will typically focus on evaluating water and energy usage trends, source water quality, water and wastewater treatment plant performance, and pipeline and pump station capacities and condition.

### *Responsibilities/Duties/Projects*

*Engineering/Planning Intern* duties can include the following:

Typical duties are diverse and designed around the education and experience level of the student.

- Performing analyses utilizing software such as Microsoft Office, WaterCad / WaterGEMS hydraulic models, ESRI GIS, SAP asset management system software and various EPA resiliency programs; Assisting in the preparation and review of technical reports
- Performing literature reviews; and preparing presentation materials and map displays using Powerpoint and GIS.
- Depending on the candidate's education and experience level, duties may also include developing Sharepoint pages; assisting in the review of engineering standards and templates; developing materials for training programs; and assisting in the team's management and delivery of the company's construction program.
- The student may accompany engineers on occasional field assignments and facility inspections as needed.

### *Desired Majors*

Engineering, Natural Resources, Sustainability & Environmental Science

### *How To Apply*

Send resume to [amwater.com](http://amwater.com)

## **New Jersey American Water**

149 Yellowbrook Road, Suite 109, Farmingdale, NJ 07727

**Engineering Delivery South Intern, In-person**, 1 open position

### **Overview of Position**

Assist the engineering asset planning and project delivery groups through the performance of all or part of the following tasks: data input, report generation, project spend tracking, preparation and maintenance of documentation, general support and administration of projects and department needs.

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

*Engineering Delivery South Intern* duties can include the following:

- Effectively coordinate and administer functional support work for the Engineering Department. (15%)
- Assists project managers in monitoring expenditures to budget according to the Capital Investment Management policies and procedures. (15%)
- Scan, organize and maintain files, records, drawings, reports, maps, charts, budgets and other data related to engineering and construction projects in accordance with the Record Retention Policy. (60%)
- Perform site visits as required for inspection and data collection (10%)

### **Desired Majors**

Engineering, Natural Resources, Sustainability & Environmental Science

### **How To Apply**

Send resume to [amwater.com](http://amwater.com)

## **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](mailto:lpope@hconstructors.com)

## **Tristate Engineering & Surveying, PC**

27 W. Church St, Blackwood, NJ 08012

**Civil Engineering Intern, In-person**, 2 open position

### *Overview of Position*

We are adding a Civil Engineering Intern to our team to support TSE over the summer of 2024. Attention to detail and being a fast learner are keys to success for this dynamic role. You will be drafting land surveying and land development plan sets, assist in the preparation of planning and design documents, and get in the field for surveys of site projects in the residential, commercial, and industrial sectors.

### *Responsibilities/Duties/Projects*

*Civil Engineering Intern* duties can include the following:

- Process field point files for draft preparation

- Plan and prepare layouts and detailed design drawings from engineering notes, sketches, and other drawings, ensuring they meet TSE and industry standards and codes
- Draft land surveys, land development plans, subdivision plans, concept plans and construction documents
- Research ordinance requirements, regulations, and project specific data related to design
- Work closely with Project Managers, Project Engineers, Designers, and Drafters to ensure plan coordination is maintained
- Organize and maintain revisions of project drawings, plot files and project related information
- Prepare plans for transmittal (printing, sealing, folding & mailing)
- Other projects as needed

### **Desired Majors**

Engineering, Natural Resources, Sustainability & Environmental Science, Technologies & Technicians

### **How To Apply**

Send resume, cover letter, and transcripts to [info@tristatecivil.com](mailto:info@tristatecivil.com)

## **Vibrnz**

**UI UX designer, Remote**, 1 open position

### **Overview of Position**

The UI/UX designer will be responsible for enhancing the user experience and visual appeal of our website by creating intuitive, efficient, and aesthetically pleasing interfaces. This role involves collaboration with our software development team, understanding user needs, and translating them into design solutions that align with business goals.

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

*UI UX designer* duties can include the following:

User Research:

- Conduct user research to understand the target audience, their behaviors, and needs.
- Analyze user feedback and incorporate insights into the design process.

Information Architecture:

- Define and create the information architecture to ensure logical and seamless user journeys.
- Organize content and features in a way that enhances usability and accessibility.

Wireframing and Prototyping:

- Develop wireframes and prototypes to illustrate design concepts and user flows.
- Iterate on designs based on feedback and testing results.

#### UI Design:

- Create visually appealing user interfaces that align with brand guidelines and enhance the overall user experience.
- Select appropriate color schemes, typography, and visual elements to convey the desired message.

#### Interaction Design:

- Design interactive elements and transitions to improve user engagement and satisfaction.
- Ensure consistency in interactions across different parts of the product.

#### Collaboration:

- Collaborate with cross-functional teams, including developers,
- Communicate design ideas and rationale effectively to stakeholders.

#### Usability Testing:

- Conduct usability testing to gather feedback and identify areas for improvement.

#### Documentation:

- Create and maintain design documentation, including style guides and design specifications.
- Provide design assets and specifications to development teams.

#### *Desired Majors*

Engineering, Arts & Design, Computer Science, Information Systems & Technology, Open to all Majors, Technologies & Technicians, Business, Entrepreneurship & Human Resources

#### *How To Apply*

Send resume and cover letter to [mini.a@vibrnz.com](mailto:mini.a@vibrnz.com)

### **AeroDefense, LLC**

1000 Sanger Ave Oceanport, NJ 07757

**UI/UX developer, Remote**, 2 open positions

#### *Overview of Position*

As a UI/UX Design Intern, you will be an integral part of our design team, contributing to the creation of user-friendly and visually appealing digital experiences. Working closely with the team, you will gain hands-on experience in understanding project requirements, developing wireframes, prototypes, and high-fidelity mockups, and participating in user research and usability testing. This internship provides a valuable opportunity to learn and grow in the field of UI/UX design while contributing to real-world projects.

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

*UI/UX developer* duties can include the following:

- Work closely with the team to understand project requirements and user needs.
- Assist in the creation of wireframes, prototypes, and high-fidelity mockups.
- Conduct user research and usability testing to gather valuable insights.
- Collaborate with cross-functional teams to ensure a seamless user experience across various platforms.
- Stay up-to-date with industry trends and best practices in UI/UX design.

### **Qualifications**

- Currently pursuing a degree in Graphic Design, UX/UI Design, or a related field.
- Strong understanding of design principles and user-centered design processes.
- Proficiency in design tools such as Adobe XD or Figma.
- Excellent communication and teamwork skills.
- Portfolio showcasing relevant design projects is a plus.

### **Desired Majors**

Computer Science, Information Systems & Technology, Engineering

### **How To Apply**

Send resume and transcripts to [alex.medina@aerodefense.tech](mailto:alex.medina@aerodefense.tech)

## **Branch Brook Park Alliance**

115 Clifton Ave, Suite 300, Newark, NJ 07104

**Program Associate - Nonprofit Management, In-person, 2 open positions**

### **Overview of Position**

Branch Brook Park Alliance is currently seeking a dedicated and proactive Intern eager to gain insights into the nonprofit sector and program development. This opportunity is ideal for someone committed to making a positive impact in the lives of others, possessing a self-driven, proactive approach, and a track record of focusing on and completing tasks. As an intern, you'll

gain valuable experience in planning and implementing programs as outlined on our website, [www.branchbrookpark.org](http://www.branchbrookpark.org).

You'll have the unique chance to collaborate closely with various members of the administrative team, including the President, Director of Operations, Horticulturist, and Fund Development Manager. This role offers a comprehensive learning experience in strategic planning, effective communication, and the seamless execution of programs that engage volunteers, showcase their contributions, and increase awareness of this vital community work. Special emphasis will be placed on your professional growth and development. This position is an excellent opportunity for hands-on learning and invaluable experience in a dynamic, outcome-focused nonprofit environment.

### KEY LEARNING OBJECTIVES

Each internship caters to the development need of the individual. If you are selected, the key learning objectives will be clearly defined between you and the supervisor. Together we will determine skill gaps, desired outcome of the internship experience and define a suitable plan that will culminate in an internship capstone project. Examples of key and common learning objectives with us are noted below. However, not all will apply to what you are seeking and your specific experience. Therefore, don't be deterred by the many possibilities. Instead, consider which one(s) you are interested in learning more about.

### PROFESSIONAL LEARNING OBJECTIVES

- Learn to build your communication skills online, on the phone and in-person through community engagement activities.
- Develop your public speaking skills through community engagement programs.
- Build your project management skills from inception to implementation.
- Develop your potential as a facilitator in group settings.
- Familiarize yourself with trade groups and associations.
- Learn about code of ethics.
- Learn about nonprofit trade periodicals.
- Learn to build your leadership skills by leading others in service.

### *Responsibilities/Duties/Projects*

*Program Associate - Nonprofit Management* duties can include the following:

### ACADEMIC LEARNING OBJECTIVES

- Learn and understand the methods involved in community engagement programs. Examples are social justice, environmental justice, stewardship programs, workforce development, and social determinants of health.
- Learn and understand the methods involved in researching science-based projects. Examples are the relationships between water and soil management or photosynthesis and its effects on plant life.
- Learn about the grant management cycle.



- Learn how to gather and analyze big data to address community-identified needs.

#### INTERN RESPONSIBILITIES

- Develop volunteer project plans in stewardship to Essex County Branch Brook Park and revise as appropriate to meet changing needs.
- Analyze and visualize data for the purpose of making informed decisions about our work.
- Support the grants management cycle; prospect, research, write, and impact reporting.
- Develop and implement a community outreach strategy to engage skills-based volunteers.
- You will work with the team to develop, implement, and manage our summer youth employment program known as Park Ambassadors.
- Assist in creating a leadership development curriculum for Park Ambassadors in the spring season.
- Motivate and empower program participants to learn workforce skills through service in Branch Brook Park in the summer season.
- Lead other community volunteers in Branch Brook Park in caring for the landscape.
- Craft marketing content in the form of videos, photos and writing for social media, community canvassing tools, and professional presentations.
- Advocate for service by writing and editing regular blog posts.

#### *Desired Majors*

Civics & Government, General Studies, Health Professions, Education, Engineering, Math & Physical Sciences, Life Science, Social Sciences, Open to all Majors, Business, Entrepreneurship & Human Resources

#### *How To Apply*

Apply through <https://branchbrookpark.org/internships>

### **CIRCLE Learning Group Inc**

1412 Stelton Road Unit 5, Piscataway, NJ 08854

**Marketing Intern, Hybrid**, 1 open position

#### *Overview of Position*

CIRCLE is an acronym for Collective Initiates Restore Community Life and Education. The vision and mission of CIRCLE Learning Group is to provide quality and equitable educational programs to low-income communities and families who are furthest from educational justice in New Jersey. The goal of the organization would be to remedy these disadvantages and address a crucial need of communities by establishing lifelong relationships with families to help close achievement gaps and increase educational success rates. CIRCLE Learning Group facilitates educational programs and events focused on the areas of literacy, STEAM (science, technology, engineering, arts, and math), mental and physical health, and job and life skills.

Be a part of our dynamic educational nonprofit as a Programs and Fundraiser Marketing Intern. This role provides a stimulating prospect to make a valuable contribution to educational initiatives while simultaneously acquiring practical knowledge in the areas of marketing strategies, event coordination, and donor relations. You will contribute significantly to our team by aiding in the development and implementation of marketing campaigns, coordinating fundraising activities, and providing support to college initiatives that seek to empower students.

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

*Marketing Intern* duties can include the following:

- Help develop and sustain connections with sponsors, donors, and collaborators;
- Help conduct research to identify prospective funding methods such as sponsorships and grants;
- Help manage the grant application process and compose grant proposals
- Help coordinate fundraising campaigns and events
- Help track donor information and manage fundraising efforts using software and databases
- Help foster a collaborative partnership with the marketing team in order to develop promotional materials for fundraising endeavors;
- Help deliver exceptional customer service to stakeholders and benefactors;
- Help manage and engage on social media accounts, including developing promotional materials and marketing campaigns

### **Desired Majors**

Communications, Computer Science, Information Systems & Technology, Education, Business, Entrepreneurship & Human Resources, Arts & Design, General Studies, Math & Physical Sciences, Technologies & Technicians, Open to all Majors, Engineering

### **How To Apply**

Send resume, cover letter, and transcripts to [interns@circlesteamlab.org](mailto:interns@circlesteamlab.org) or apply through [www.circlesteamlab.org](http://www.circlesteamlab.org)

## **CIRCLE Learning Group Inc**

1412 Stelton Road Unit 5

**STEAM Instructor/Coach, Hybrid**, 2 open positions

### **Overview of Position**

CIRCLE is an acronym for Collective Initiates Restore Community Life and Education. The vision and mission of CIRCLE Learning Group is to provide quality and equitable educational

programs to low-income communities and families who are furthest from educational justice in New Jersey. The goal of the organization would be to remedy these disadvantages and address a crucial need of communities by establishing lifelong relationships with families to help close achievement gaps and increase educational success rates. CIRCLE Learning Group facilitates educational programs and events focused on the areas of literacy, STEAM (science, technology, engineering, arts, and math), mental and physical health, and job and life skills.

Be a part of our dynamic educational nonprofit as a STEAM Instructor/Coach Intern. This role provides a gratifying prospect to motivate and direct students in the domains of STEAM (Science, Technology, Engineering, the Arts, and Mathematics). You will assist in the development and facilitation of stimulating activities that cultivate a passion for knowledge acquisition and investigation among young participants in your capacity as an instructional intern.

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

*STEAM Instructor/Coach* duties can include the following:

- Evaluating and implementing the curriculum in an approach that relates to students' interests and abilities
- Adhering to lesson plans to cultivate an enjoyable yet challenging educational setting
- Monitor student conduct and using innovative strategies to sustain the enthusiasm and involvement of all participants
- Establishing a supportive learning environment for our learners
- Innovatively instructing cutting-edge STEAM principles
- Innovatively and creatively instruct STEAM concepts
- Motivate and inspire students by harnessing your enthusiasm STEAM and teaching
- Be flexible, punctual, and professional
- Use passion for instructing to inspire and serve as role model participants
- To be punctual, professional, and flexible
- Provide direct supervision and behavior management of learners
- Facilitate exciting, safe, and engaging STEAM and technology-related activities
- Ensure a positive, enjoyable, and secure environment

### **Qualifications**

- Current enrollment in a college or university program, preferably in a STEAM-related field or Education
- An enthusiasm for the STEAM fields and a mission to motivate young students to pursue similar interests
- Proficient in interpersonal and communication dynamics, with the capacity to captivate and inspire program attendees.
- Prior experience working with children or in a camp environment (a plus, but not required)

- Advanced abilities in robotics, coding, drones, and/or digital arts (a plus, but not required)
- Adaptability, creativity, and patience in addressing the varied learning needs of individuals
- Access to a reliable internet connection and computer / mobile phone device (i.e.: iPhone, Android, etc.)
- Strong organization skills and attention to detail
- Flexibility to meet changing work needs and demands
- Ability to work collaboratively on a high-functioning team
- Openness to feedback and desire to grow professionally

### **Desired Majors**

Arts & Design, Communications, Computer Science, Information Systems & Technology, Education, Engineering, General Studies, Health Professions, Life Science, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science

### **How To Apply**

Send resume, cover letter, and transcripts to [interns@circlesteamlab.org](mailto:interns@circlesteamlab.org) or apply through [www.circlesteamlab.org](http://www.circlesteamlab.org)

## **Crestron Electronics, Inc.**

7 Volvo Drive Rockleigh, NJ 07647

**Intern - Summer 2024 Firmware Engineering, Hybrid**, 2 open positions

### **Overview of Position**

The Crestron Firmware team is looking for an intern with general programming skills and confidence in working with new or unfamiliar tools.

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

*Intern - Summer 2024 Firmware Engineering* duties can include the following:

- Setting up testing environments
- Executing manual and automated tests
- Generating quality reports.

This intern will learn about:

- Automated testing
- Unit test creation
- Skills essential for building high quality modern software

- Working with C#, PowerShell, Python, Jenkins, and Crestron software

### **Desired Majors**

Computer Science, Information Systems & Technology, Engineering

### **How To Apply**

Send resume to [campusrelations@crestron.com](mailto:campusrelations@crestron.com)

## **Crestron Electronics, Inc.**

15 Volvo Drive Rockleigh, NJ 07647

**Intern - Summer 2024 - Industrial Engineering, In-person**, 1 open position

### **Overview of Position**

The Industrial Engineer Intern will report to the Industrial Engineer Supervisor and assisted by the Industrial Engineering Mentor throughout the internship. The Industrial Engineering Intern will support lean and continuous improvement activities in manufacturing and production support areas and will receive support and development from the wider Industrial Engineering team. The Intern may be responsible for localized improvements and may participate in team projects.

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

*Intern - Summer 2024 - Industrial Engineering* duties can include the following:

- Work with the Production team to create and document new processes that lead to the reduction of waste
- Implement 6S Lean Principles on the Production floor
- Take deep dives into specific products to recommend improvements that will lead to increased throughput
- Pull and organize data/metrics to share with Management team

### **Desired Majors**

Manufacturing, Production, and Skilled Trades, Engineering, Computer Science, Information Systems & Technology

### **How To Apply**

Send resume to [campusrelations@crestron.com](mailto:campusrelations@crestron.com)

## **DHD Consulting, LLC**

27 Chestnut St, Ridgewood NJ 07450

**Data Assistant, Hybrid**, 1 open position

### **Overview of Position**

Data Entry Clerks are usually responsible for entering data into different computer databases, manage and maintain effective record keeping. In addition, they may be responsible for organizing files, collecting and managing data to be entered into the computer.

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

*Data Assistant* duties can include the following:

- Work with research assistants in gathering, categorizing and maintaining datasets and resumes
- Research and implement appropriate algorithm and tools when needed
- Solve complex problems by performing statistical analysis and fine tuning using test results
- Be up to date with developments in the AI/ machine learning space
- Interpret data, analyze results and identify trends using statistical techniques and provide ongoing reports
- Work with management to prioritize business and information needs
- Manage and troubleshoot database systems

### **Qualifications**

- Currently a student enrolled in a bachelor's degree program related to computer science or data analyst or an applicant with strong analysis background
- Experience in analyzing large dataset strongly preferred
- Proficiency in machine learning framework and coding highly desirable
- Ability to commute to DHD Office once or twice a week is preferred
- Strong communication and organization skills required

### **Desired Majors**

Computer Science, Information Systems & Technology, Engineering, Math & Physical Sciences, Technologies & Technicians

### **How To Apply**

Apply through <https://www.workonward.com/job-search/detail/c9574485-524e-4da4-94e2-5a81e14bca65/0e0ae02f-09c7-400c-b2df-e1a669b9d201>

## **Element Farms Inc**

**Indoor Farm Technician / Engineer, In-person, 2 open positions**

### **Overview of Position**

Internship Objective: Our goal is to develop a tailored internship plan that meets the needs of both the Intern and the Company (Element Farms). The Intern stands to gain exposure to relevant Controlled Environment Agriculture topics, develop specific desired skills\* and progress on an independent project they can showcase as a testament to the knowledge and expertise they developed during the course of the internship. For the duration of the internship, Element Farms hopes to have a reliable team member who can assist with operations and contribute to production improvement while juggling other responsibilities and learning on-the-go.

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

*Indoor Farm Technician / Engineer* duties can include the following:

- Nutrient readings
- Check in with Supervisor
- Nutrient adjustments
- Greenhouse Operations
- Resource Investigation & Data Gathering
- Work in greenhouse to implement/gather data on trials
- Independent Project Time
- End of day items
- End of day Check-In

### **Desired Majors**

Agriculture, Food & Horticulture, Engineering, Manufacturing, Production, and Skilled Trades

### **How To Apply**

Send resume and cover letter to [danny@purespinach.com](mailto:danny@purespinach.com)

## **Fundraising Well**

152 Pine St, Jersey City, NJ 07304

**Data & Influence Associate, Remote, 1 open position**

### **Overview of Position**

The Data & Influence Associate will play a significant role in supporting the data collection and analysis, and thought leadership offerings of Fundraising Well and its clients.

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

*Data & Influence Associate* duties can include the following:

- Conduct a comprehensive comparative analysis of various survey tools and software
- Design and create engaging surveys to gather relevant data in alignment with organizational goals and objectives.
- Develop survey questions that are clear, unbiased, and capable of extracting meaningful insights from respondents.
- Implement survey distribution strategies across various platforms, ensuring maximum reach and participation from the target audience.
- Monitor and analyze survey responses, identifying trends, patterns, and outliers to derive actionable insights.
- Respond to participant inquiries and feedback, ensuring a positive and engaging experience for survey participants.
- Collaborate with Fundraising Well leadership to understand specific data requirements and tailor surveys accordingly.
- Collaborate with marketing team to promote surveys and engage with the audience effectively, and create reports summarizing survey findings..
- And more! (and there is flexibility to incorporate your areas of interest)

### **Desired Majors**

Business, Entrepreneurship & Human Resources, Civics & Government, Communications, Computer Science, Information Systems & Technology, Engineering, General Studies, Humanities & Languages, Life Science, Math & Physical Sciences, Social Sciences, Technologies & Technicians

### **How To Apply**

Send resume and cover letter to [intern@fundraisingwell.com](mailto:intern@fundraisingwell.com)

## **KIPP Team and Family Schools, Inc.**

60 Park Place, Suite 802 Newark, NJ 07102

**KIPP NJ-Data Team Internship, In-person**, 2 open positions

### **Overview of Position**

Internship Overview: Data Team

Duration: 10 weeks

Number of Interns: 2



The Data Team Internship at KIPP NJ offers college students interested in data analysis and documentation an opportunity to gain practical experience and contribute to the data-related projects of our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Data Team. The internship will provide valuable insight into data management, documentation, and data analysis techniques.

This internship will provide hands-on experience in data analysis, documentation, and utilization of data tools in a real-world setting. Throughout the internship, you will receive guidance and mentorship from experienced data professionals who will help you develop your skills and expand your knowledge of data management and analysis techniques.

At the conclusion of the internship, you will have gained practical experience in supporting data documentation projects, utilizing data tools, and working with key enrollment data.

If you are passionate about data analysis, documentation, and making a positive impact in the education sector, we encourage you to apply for this internship opportunity with the Data Team at KIPP NJ.

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

*KIPP NJ-Data Team Internship* duties can include the following:

- Support Data Team's Documentation Project: Help create and maintain documentation for the Data Team's processes and procedures. This includes writing help guides, recording user guide videos, and creating screenshots to assist team members in understanding and utilizing data tools effectively.
- Utilize a Wide Range of Tools: Gain exposure to and work with various tools such as Tableau for data visualization, Snagit for capturing screenshots, Slack for team communication, and Google Sheets for data analysis and documentation.
- Access to Online Training Opportunities: Get access to online training platforms like "Data Camp" to enhance your skills in SQL and other data-related skills.
- Help Verify and Track Student Enrollment Documents: Assist in verifying and tracking student enrollment documents to ensure accuracy and completeness of data.
- Track Key Enrollment Information: Use Google Sheets to track and analyze key enrollment information, providing insights to support decision-making processes.
- Utilize School Ops Tools and Technology: Familiarize yourself with school operations tools such as SchoolMint, HubSpot, Google Sheets, and Slack to gather and analyze data related to student enrollment and school operations.

### **Qualifications**

- Currently pursuing a degree in data science, statistics, computer science, or a related field.
- Familiarity with data analysis and visualization tools, such as Tableau.
- Proficiency in using tools like Snagit, Slack, and Google Sheets.

- Eagerness to learn and enhance data skills through online training platforms like "Data Camp."
- Excellent attention to detail and accuracy in data verification and analysis.
- Good organizational and time management skills.
- Strong written and verbal communication skills.

### *Desired Majors*

Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Engineering, Math & Physical Sciences, Technologies & Technicians

### *How To Apply*

Send resume and transcripts to [bscudieri@kippteamandfamily.org](mailto:bscudieri@kippteamandfamily.org)

## **La Casa de Don Pedro**

221 Broad Street, Newark, NJ 07104

**ECED Summer internship 2024, Hybrid**, 30 open positions

### *Overview of Position*

The student interns will learn all aspects of the non profit organization, and all divisions, via a rotating schedule through each. Students will participate in all programmatic and community events affiliated with the organization work will be in a hybrid format, with both in-person and online learning experiences.

### *Responsibilities/Duties/Projects*

*ECED Summer internship 2024* duties can include the following:

- Attend orientation
- Participate in all program trainings
- Understand licensing requirements
- Learn curriculum development
- Maintain health and safety standards while housed at various centers
- Complete weekly and/or monthly reports
- Work collaboratively with fellow interns on long term summer projects
- Support daily nutrition program
- Sort and organize materials
- Complete daily tasks, as led by site coordinator or manager
- Complete end of summer project

### *Desired Majors*

Agriculture, Food & Horticulture, Arts & Design, Business, Entrepreneurship & Human Resources, Civics & Government, Communications, Computer Science, Information Systems & Technology, Education, Engineering, General Studies, Health Professions, Humanities & Languages

### *How To Apply*

Send resume, cover letter, and transcripts to [mmorales@lacasanwk.org](mailto:mmorales@lacasanwk.org)

## **New Jersey American Water**

New Jersey American Water, 1 Water Street, Camden, NJ 08102

**Operational Compliance Intern, In-person**, 2 open positions

### *Overview of Position*

NJAWC Operational Compliance is seeking a detail-oriented and motivated Intern to join us this summer. The Operational Compliance Intern will research, review, and assist with regulatory compliance processes. The Operational Compliance Intern will have the opportunity to learn about the water and wastewater industry and relevant legal and regulatory requirements. The Operational Compliance Intern will report to the Director of Operational Compliance.

### *Responsibilities/Duties/Projects*

*Operational Compliance Intern* duties can include the following:

- Assist with desktop reviews of regulatory compliance
- Collaborate with team members to improve workflow processes
- Prepare, transfer and store documents to ensure high standard of accuracy and organization
- Analyze and review compliance data
- Conduct quality assurance of data sources
- Contribute to other projects as needed

### *Desired Majors*

Business, Entrepreneurship & Human Resources, Engineering, Natural Resources, Sustainability & Environmental Science

### *How To Apply*

Send resume to [amwater.com](http://amwater.com)

## RenewCO2 Inc.

68 Veronica Avenue, Unit 1, Somerset, NJ 08873

**R&D Internship, In-person**, 2 open positions

### Overview of Position

RenewCO2 is re-inventing chemical production using CO<sub>2</sub> emissions with a low-cost, high energy-efficiency, and carbon-negative electrochemical process. Our eCUT technology converts CO<sub>2</sub> into cost-competitive raw materials for plastics. We enable companies to meet emission reduction targets while producing sustainable materials at a profit.

We are inviting applications for a Summer Internship in Research and Development. This position is directed at evaluating the activity of CO<sub>2</sub> electroreduction catalysts and the influence of process conditions on pilot performance. The candidate will receive first-hand laboratory experience in performing chemical analyses of products and tabulating and organizing large data sets, utilizing both Gas Chromatography (GC) and High-Performance Liquid Chromatography (HPLC), fabricating electrodes, developing standards of procedures (SOPs), designing measurement devices, preparing technical updates for mentors and stakeholders, and/or conducting market research on in-demand products. This candidate will work with a seasoned team of professionals, including a highly experienced engineer as a mentor for the entire duration of the internship. This dynamic position offers an opportunity to participate in various sub-research groups within the laboratory while being able to work independently and autonomously on tasks and innovative R&D. Activities will be performed in-person at the company's laboratory and office space in Somerset, NJ.

This 10-week internship is supported by various avenues of funding, including government agencies and private investments.

### Responsibilities/Duties/Projects

*R&D Internship* duties can include the following:

- Support the development of a pilot process
- Perform electrochemical analysis
- Perform chemical analysis of products using GC and HPLC
- Perform mass and energy balance for the process
- Prepare technical updates for stakeholders
- Participate in market research

### Qualifications

- Undergraduate, Graduate, or degree holder wishing to pursue a STEM career
- Citizen or Lawful Permanent Resident
- Have demonstrated STEM achievement and entrepreneurial interest

- Excellent written and oral communication skills and demonstrated ability to work as part of a collaborative team
- Willingness to take responsibility and ownership of projects either individually or as part of a larger team
- Ability to thrive in an unstructured environment
- Problem solving with sound logical thinking and analysis
- Attention to detail
- Ability to contribute to a culture of excellence, inclusion, respect, integrity, and teamwork
- High level of enthusiasm and strong commitment to gain experience in carbon utilization process development
- Knowledge and hands-on experience in research in Chemistry, Chemical Engineering, or Materials Science
- Knowledge and hands-on experience with Electrochemistry
- Experience with standard analytical chemistry tools such as GC, HPLC, and NMR
- Proficient in Google Workspace and Microsoft Office

### *Desired Majors*

Natural Resources, Sustainability & Environmental Science, Engineering, Math & Physical Sciences

### *How To Apply*

Send resume, cover letter, and transcripts to [tess.zahn@renewco2.com](mailto:tess.zahn@renewco2.com) for last minute applications

## **Students 2 Science**

66 Deforest Avenue, East Hanover, NJ 07936

**ISAAC (Improving Student Affinity & Aptitude for Careers in STEM) Program Internship, In-person**, 4 open positions

### *Overview of Position*

The S2S project-based internship program provides a mentored internship opportunity and career readiness experience to college students interested in learning about STEM (Science, Technology, Engineering and Mathematics). During the summer internship program, interns will gain meaningful hands-on work experience and develop a toolkit of skills foundational for the professional world. Interns will be assigned to work with a designated member of the S2S team and regularly interact with industry experts to evaluate and revise current content, investigate industry trends to develop new curriculum, and assist in the delivery of the summer program.

Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024.

Payment will be \$20.00 per hour.

Hours per week are agreed upon by the intern and designated internship supervisor.

Interns must be committed to working 30 hours per week for the duration of their internship with Students 2 Science.

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

*ISAAC (Improving Student Affinity & Aptitude for Careers in STEM) Program Internship* duties can include the following:

- Conduct research, complete experimentation, and develop a presentation that summarizes the project's lifecycle.
- Present the findings to their internship class, the S2S team, and industry experts for feedback and evaluation.
- Evaluate current content and delivery practices to ensure that they are relevant, up to date with standards, and determine upgrades for use in future years.
- Work individually and with the S2S and intern team to investigate current and future workforce trends in the state of New Jersey.
- Develop content to be used for future ISAAC programs that aligns with the outcomes of the workforce research.
- Immerse yourself in the daily operations of program development and implementation with the support of your internship team and leadership.
- Attend all weekly corporate site visits, career advancement workshops and/or discussions as part of the Career Advancement Program.

### **Desired Majors**

Computer Science, Information Systems & Technology, Education, Engineering, Life Science, Math & Physical Sciences, Technologies & Technicians

### **How To Apply**

Send resume and cover letter to **Oliva Felder, Director Career Advancement Program** at [Oliviafelder@students2science.org](mailto:Oliviafelder@students2science.org)

## **Students 2 Science**

66 Deforest Ave, East Hanover, NJ 07936

**Virtual Lab (V-Lab) Program Internship, In-person**, 1 open position

### **Overview of Position**

The S2S project-based internship program provides a mentored internship opportunity and career readiness experience to college students interested in learning about STEM (Science,

Technology, Engineering and Mathematics). During the summer internship program, interns will gain meaningful hands-on work experience and develop a toolkit of skills foundational for the professional world. Interns will be assigned to work with a designated member of the S2S team and regularly interact with industry experts to evaluate and revise current content, investigate industry trends to develop new curriculum, and assist in the delivery of the summer program.

Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024.

Payment will be \$20.00 per hour.

Hours per week are agreed upon by the intern and designated internship supervisor.

Interns must be committed to working 30 hours per week for the duration of their internship with Students 2 Science.

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

*Virtual Lab (V-Lab) Program Internship* duties can include the following:

- Conduct research, complete experimentation, and develop a presentation that summarizes the project's lifecycle.
- Present the findings to their internship class, the S2S team, and industry experts for feedback and evaluation.
- Evaluate current content and delivery practices to ensure that they are relevant, up to date with standards, and determine upgrades for use in future years.
- Work individually and with a S2S and intern team to develop stimulating content to be used for future V-Lab programming.
- Immerse yourself in the daily operations of program development and implementation with the support of your internship team and leadership.
- Attend all weekly corporate site visits, career advancement workshops and/or discussions as part of the Career Advancement Program.

### **Desired Majors**

Computer Science, Information Systems & Technology, Education, Engineering, Life Science, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science, Technologies & Technicians

### **How To Apply**

Send resume and cover letter to **Olivia Felder, Director Career Advancement Program at [Oliviafelder@students2science.org](mailto:Oliviafelder@students2science.org)**

## Students 2 Science

66 Deforest Ave, East Hanover, NJ 07936

**Career Advancement Program (CAP) Internship, In-person**, 1 open position

### Overview of Position

The S2S project-based internship program provides a mentored internship opportunity and career readiness experience to college students interested in learning about STEM (Science, Technology, Engineering and Mathematics). During the summer internship program, interns will gain meaningful hands-on work experience and develop a toolkit of skills foundational for the professional world. Interns will be assigned to work with a designated member of the S2S team and regularly interact with industry experts to evaluate and revise current content, investigate industry trends to develop new curriculum, and assist in the delivery of the summer program.

Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024.

Payment will be \$20.00 per hour.

Hours per week are agreed upon by the intern and designated internship supervisor.

Interns must be committed to working 30 hours per week for the duration of their internship with Students 2 Science.

### Responsibilities/Duties/Projects

*Career Advancement Program (CAP) Internship* duties can include the following:

- Conduct research relevant to the Career Advancement Program and develop a presentation that summarizes the project's lifecycle.
- Present the findings to their internship class, the S2S team, and industry experts for feedback and evaluation.
- Evaluate current content and delivery practices to ensure that they are relevant, up to date with standards, and determine upgrades for use in future years.
- Work individually and with a S2S and intern team to develop stimulating content to be used for future CAP offerings.
- Assist in event planning, inclusive of speaker selections, logistics, marketings, post-event assessments and in defining learning outcomes.
- Collaborate with the S2S team and industry experts to develop the 2024-25 academic year calendar of events for CAP.
- Research and develop a contact list for past program participants to develop story boards and marketing collateral.
- Immerse yourself in the daily operations of program development and implementation with the support of your internship team and leadership.
- Attend all weekly corporate site visits, career advancement workshops and/or discussions as part of the Career Advancement Program.



### *Desired Majors*

Technologies & Technicians, Social Sciences, Math & Physical Sciences, Life Science, Engineering, Education, Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources

### *How To Apply*

Send resume and cover letter to **Olivia Felder, Director Career Advancement Program** at [oliviafelder@students2science.org](mailto:oliviafelder@students2science.org)

## **Students 2 Science**

66 Deforest Ave, East Hanover, NJ 07936

**Marketing and Communications Internship, In-person**, 1 open position

### *Overview of Position*

The S2S project-based internship program provides a mentored internship opportunity and career readiness experience to college students interested in learning about STEM (Science, Technology, Engineering and Mathematics). During the summer internship program, interns will gain meaningful hands-on work experience and develop a toolkit of skills foundational for the professional world. Interns will be assigned to work with a designated member of the S2S team and regularly interact with industry experts to evaluate and revise current content, investigate industry trends to develop new curriculum, and assist in the delivery of the summer program.

Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024.

Payment will be \$20.00 per hour.

Hours per week are agreed upon by the intern and designated internship supervisor.

Interns must be committed to working 30 hours per week for the duration of their internship with Students 2 Science.

### *Responsibilities/Duties/Projects*

*Marketing and Communications Internship* duties can include the following:

- Present the findings to their internship class, the S2S team, and industry experts for feedback and evaluation.
- Evaluate current content and delivery practices to ensure that they are relevant, up to date with standards, and determine upgrades for use in future years.
- Investigate current trends in non-profit marketing and public relations.
- Assist the Development team on developing future social media and organization marketing collateral.
- Develop and design marketing materials for specific program areas.

- Collaborate with the S2S team to define potential campaigns and fundraising strategies based on the current needs of the organization.
- Immerse yourself in the daily operations of program development and implementation with the support of your internship team and leadership.

### *Desired Majors*

Communications, Computer Science, Information Systems & Technology, Education, Engineering, Life Science, Math & Physical Sciences, Technologies & Technicians, Natural Resources, Sustainability & Environmental Science

### *How To Apply*

Send resume and cover letter to **Olivia Felder, Director Career Advancement Program** at [oliviafelder@students2science.org](mailto:oliviafelder@students2science.org)

## **Wellcare Nurses and Staffing**

185 Central ave Ste 501 East Orange NJ 07018

**Finance + Operations Intern, Hybrid**, 1 open position

### *Overview of Position*

Wellcare Nurses is seeking an individual to oversee diverse finance and operational workstreams. In this internship, you will assume a crucial role in establishing a comprehensive and precise financial reporting and modeling system, conducting forecasting projections, contributing to the implementation of financial reporting software, and engaging in various additional projects. This position offers the opportunity to lead key aspects of these projects and play a crucial role in establishing financial processes that will support the sustainable growth of Wellcare Nurses in the years to come.

The preferred candidate possesses an analytical mindset and has prior internship or work experience in a quantitative capacity. Your attention to detail is exceptional, enabling you to quickly identify discrepancies or anomalies. While we don't anticipate you to have all the answers, we do expect you to be open-minded, adaptable, and eager to learn. We welcome candidates with varying experience levels, as long as they demonstrate excellent analytical skills, proficiency in Excel, and enthusiasm for contributing to a mission-driven team. Additionally, we value individuals who are proactive in taking initiative and vocal about sharing their ideas.

### *Responsibilities/Duties/Projects*

*Finance + Operations Intern* duties can include the following:

- Good written and verbal communication skills.
- Good interpersonal communication skills as needed to work successfully with staff and managers within and outside of function.

- Strong analytical skills, attention to detail and ability to work both independently and on cross functional teams.
- Ability to build strong working relationships across all levels of the organization, including remote areas.
- Ability to function well in a fast-paced, dynamic environment with competing priorities.
- Ability to work in a project-based environment.
- Ability to follow standard accounting and finance practices, and departmental procedures and processes.
- Strong Microsoft Office skills including Excel, Word, Outlook and PowerPoint.
- Must be enrolled in an educational or professional program through summer 2024 or later.

### **Desired Majors**

Computer Science, Information Systems & Technology, Engineering, Math & Physical Sciences, Business, Entrepreneurship & Human Resources

### **How To Apply**

Send resume, cover letter, and transcripts to [ugoeze@wellcarenurses.com](mailto:ugoeze@wellcarenurses.com)