



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities

STEM

AP BUSINESS SERVICES

107 WILSON AVE, NEWARK, NJ 07105

ACCOUNTING, In-person, 1 open position

Overview of Position

As an Accounting Intern at APBS, you will have the unique chance to work closely with our seasoned accounting professionals and be an integral part of our financial operations. You will be involved in various aspects of accounting, including but not limited to:

1. **Bookkeeping:** Gain practical experience in maintaining accurate financial records.
2. **Financial Analysis:** Learn to analyze financial data and contribute insights to aid decision-making.
3. **Tax Preparation:** Participate in the preparation of individual and corporate tax returns.
4. **Client Interaction:** Interact with our clients to understand their financial needs and provide support.

Why APBS:

- **Hands-On Experience:** Get real-world exposure to a wide range of accounting tasks.
- **Mentorship:** Work closely with experienced professionals eager to guide and support your growth.
- **Inclusive Culture:** Join a team that values diversity, collaboration, and continuous learning.

If you are passionate about accounting, eager to learn, and ready to dive into a challenging yet rewarding experience, we invite you to apply for our Accounting Internship.

Responsibilities/Duties/Projects

ACCOUNTING duties can include the following:

1. **Bookkeeping Excellence:**

- Maintain accurate and up-to-date financial records for our clients.
- Learn and apply industry-standard bookkeeping practices.

2. **Financial Analysis Support:**

- Assist in analyzing financial data to provide valuable insights.
- Contribute to the preparation of financial reports.

3. **Tax Preparation Assistance:**

- Participate in the preparation of individual and corporate tax returns.
- Gain hands-on experience in navigating tax regulations.

4. **Client Interaction and Support:**

- Engage with clients to understand their unique financial requirements.
- Provide support in addressing client queries and concerns.

5. Niche-Specific Projects:

- Contribute to projects aligned with our niche, such as optimizing financial processes for specific industries.
- Work on tasks that directly impact our clients' financial well-being.

6. Continuous Learning:

- Stay updated on industry trends and best practices.
- Attend training sessions and workshops to enhance your accounting knowledge

Desired Majors

Open to all Majors

How To Apply

Send resume and transcripts to andres@apbusiness.us

HUMAN RESOURCES, In-person, 1 open position

Overview of Position

1. Talent Acquisition Support:

- Assist in the recruitment process, from posting job listings to screening candidates.
- Engage in initial candidate interviews and collaborate with the HR team.

2. Employee Onboarding:

- Contribute to the onboarding process for new hires.
- Work closely with the HR team to ensure a smooth transition for new employees.

3. HR Administration:

- Gain exposure to HR administrative tasks, such as maintaining employee records and managing documentation.
- Assist in the implementation of HR policies and procedures.

4. Employee Engagement Initiatives:

- Participate in planning and executing employee engagement activities.
- Contribute ideas to foster a positive and inclusive workplace culture.

5. Learning and Development:

- Support the coordination of training programs and workshops.

- Assist in tracking employee development plans.

6. HR Analytics:

- Learn to use HR analytics tools to gain insights into workforce trends.
- Contribute to the preparation of HR reports.

Why This Internship Matters:

- You'll be an integral part of the team, helping to shape the employee experience at APBS.
- Gain exposure to various facets of HR, setting a strong foundation for a career in Human Resources.
- Contribute to the growth and development of our team members.

Responsibilities/Duties/Projects

HUMAN RESOURCES duties can include the following:

1. Recruitment and Onboarding:

- Assist in the recruitment process, from posting job listings to conducting initial candidate screenings.
- Contribute to the onboarding process for new employees, ensuring a smooth transition.

2. Employee Engagement:

- Collaborate on projects to enhance employee engagement.
- Assist in organizing team-building activities and events.

3. HR Administration:

- Support with HR administrative tasks, such as maintaining employee records and updating databases.
- Assist in the implementation of HR policies and procedures.

4. Training and Development:

- Work closely with HR professionals to identify training needs.
- Contribute to the development of training programs and materials.

5. Performance Management:

- Support in the performance management process, including goal setting and evaluations.
- Contribute to initiatives that recognize and reward employee performance.

6. Employee Relations:

- Assist in managing employee relations by addressing queries and concerns.
- Contribute to initiatives promoting a positive workplace culture.

7. Compliance and Reporting:

- Learn about HR compliance requirements and assist in ensuring adherence.
- Contribute to the preparation of HR reports.

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

Send resume and transcripts to andres@apbusiness.us

DLB Associates Consulting Engineers, P.C.

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>

East Oak Animal Hospital

1673 East Oak Road, Vineland, NJ 08361

East Oak Animal Hospital Veterinary Medicine Undergraduate Internship, In-person, 2 open positions

Overview of Position

East Oak Animal Hospital will provide internship students with a solid foundation of basic animal care and supply students with the tools and resources to prepare them for general entry into the field of veterinary medicine. Undergraduate students who desire to pursue advanced degrees in veterinary medicine are ideal candidates for this internship opportunity. The internship will also impart advanced learning opportunities that will contribute to their undergraduate program studies. The goal of the internship is targeted to deliver hands-on experiences through practical tasks and interactive educational encounters with regular feedback provided to ensure students are meeting established learning outcomes. Each student will be given an all-encompassing agenda geared specifically for the individual learner.

Student Learning Outcomes:

Upon completion of this internship, the student will be able to:

1. Identify vaccinations and explain the appropriate protocol for each
2. Fill medications and chronicle proper inventory control measures
3. Restrain, utilize safety tools, and handle companion animals

4. Application and administration of assorted medications
5. Demonstrate basic grooming tasks
6. Perform physical examination techniques and basic nursing care
7. Execute surgical preparation and assistance
8. Collect and prepare specimens for laboratory review
9. Recognize basic concepts of radiography and ultrasound including safety measures

Responsibilities/Duties/Projects

East Oak Animal Hospital Veterinary Medicine Undergraduate Internship duties can include the following:

1. Vaccinations
 - Disease processes associated with each vaccine
 - Reconstitution and proper execution including routes and methods of administration
 - Know possible side effects and reactions of vaccination
 - Restraint methods for each route of administration
2. Filling Medications and Inventory Control
 - Knowledge of the various types of medication dispensed
 - Labeling and packaging of dispensed medication
 - Storage, handling, and disposal of medications
 - Inventory control measures including stocking methods and expiration date identification
3. Restraint
 - Place and remove from cages and runs
 - Situate small animals on table and floor for restraint
 - Safely execute placement of various types of muzzles and e-collars
 - Employ use of restraint pole, cat bag, cat gloves, and net
 - Demonstrate standing, sitting, lateral, sternal, ventral, and dorsal restraint positions
 - Utilize proper protocol for exotic restraint if available
4. Application of Medication
 - Demonstrate ways to hand pill and administer liquid medication
 - Application of ear medication
 - Demonstration of proper eye medication administration
 - Know various topical applications including flea and tick preventatives
 - Proper restraint methods for subcutaneous fluids
5. Grooming Tasks

- Bathing including medicated baths and dips
 - Trimming nails
 - Expressing anal glands using external method
 - Cleaning ears
 - Flea combing
 - Basic bandaging techniques
6. Physical Exam Room Techniques and Basic Nursing Care
- Temperature, pulse, respiratory rate, mucous membranes, capillary refill time, mentation, and body condition assessment including weight
 - Routine record keeping and observation of hospitalized patients
 - Basic skills such as feeding, cleaning, bandage care, voiding behaviors, and walking
 - Care of maintenance of hospital nursing equipment including stethoscopes, otoscopes, ophthalmoscope, and thermometers
 - Components of nutrition, energy requirements, diets, and regulating agencies
7. Surgical Prep and Assistance
- Knowledge of heat sterilization, utilization, and maintenance of autoclave
 - Identification, sanitation, and sterilization of basic instruments
 - Basic knowledge of suture material types and sizes
 - Aseptic technique in the surgery room
 - Assist in patient positioning and preparation
 - Maintain proper conduct, asepsis, and protocol
 - Post-surgical clean up and sanitation of surgical room
 - Care of surgical instrument packs, surgical gowns, and drapes including folding and wrapping
 - Use of sterilization indicators
 - Gowning and gloving
8. Collect and Prepare Specimens for Laboratory Diagnostics
- Collect voided urine and fecal samples
 - Determine physical properties of urine and identification of problems
 - Assistance with blood collection
 - Perform fecal flotations and direct smears to identify various internal parasites
 - Handling of suspected rabies cases and necropsy procedures if presented
 - Identification of external parasites and forms of treatment
 - Spinning blood tubes and hematocrit tubes
 - Staining slides for cytology
 - Stocking laboratory supplies, keeping accurate records and logs, and filing reports
9. Basic Radiology and Ultrasound

- Basic concepts of ultrasound
- Basic concepts of radiography
- Restraint, preparation, and positioning of patients for a radiograph
- Identification of radiographs
- Processing diagnostic radiographs via digital processing
- Care of equipment including machine, screens, and computer system
- Safety measures

Desired Majors

Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to mbrittingham71@gmail.com with the subject: **Career Accelerator Internship**

Fraser's Mathematics Solutions

13 Boyden Street, East Orange NJ 07017

Human Resources Intern, Hybrid, 1 open position

Overview of Position

Fraser's Mathematics Solutions (FMS) provides comprehensive training around high-quality mathematics teaching and learning for educators and parents, creates innovative STEAM programs for students, and supplies students with "The Dope Math Product Line" of notebooks, pencils, and rulers to help them ILLUMINATE in the math classroom.

We are seeking a proactive and motivated Human Resources Intern to join our team. As a Human Resources Intern, you will have the opportunity to gain hands-on experience in various HR functions, contributing to the success of our small business. From recruitment and onboarding to employee engagement initiatives, you will play a vital role in supporting the HR department. This internship is ideal for individuals who are eager to explore the diverse aspects of Human Resources in a dynamic and vibrant start-up work environment.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. The Human Resource Intern has the opportunity to gain exposure to various HR functions beyond their primary responsibilities. This flexibility allows them to explore different aspects of HR based on business needs, contributing to a comprehensive understanding of the organization.

Responsibilities/Duties/Projects

Human Resources Intern duties can include the following:

Recruitment Support:

- Assist in drafting and posting job descriptions.
- Screen resumes and coordinate interview schedules.
- Participate in initial candidate interviews and assessments.

Onboarding Assistance:

- Prepare onboarding materials for new hires.
- Coordinate orientation sessions and introductions to company culture.
- Ensure smooth integration of new staff into the organization.

Employee Record Maintenance:

- Maintain accurate staff records.
- Update and organize staff databases and documentation.
- Assist in ensuring compliance with HR policies and procedures.
- Employee Engagement Initiatives:
 - Contribute to planning and executing employee engagement activities.
 - Assist in organizing team-building events and recognition programs.
 - Participate in employee surveys and feedback collection.

Internal & External Communication Support:

- Assist in crafting internal communications related to HR matters.
- Help in fostering a positive and informed work environment.
- Collaborate with other departments in the development of HR-related content for company channels.
- Communicate with external audiences, such as potential candidates and partners, through various platforms.

Administrative Tasks:

- Handle general administrative tasks related to HR functions.
- Assist in scheduling meetings, maintaining calendars, and managing documentation.
- Provide support in HR-related projects and initiatives

Desired Majors

Business, Entrepreneurship & Human Resources

How To Apply

Send resume and cover letter to hring@frasersmathematicssolutions.com

Content & Social Media Intern, Hybrid, 1 open position

Overview of Position

Fraser's Mathematics Solutions (FMS) provides comprehensive training around high-quality mathematics teaching and learning for educators and parents, creates innovative STEAM programs for students, and supplies students with "The Dope Math Product Line" of notebooks, pencils, and rulers to help them ILLUMINATE in the math classroom.

We are seeking a creative and dynamic Content and Social Media Intern to join our team. As a Content and Social Media Intern, you will be at the forefront of creating engaging content, managing our online presence, and collaborating with the marketing department. This internship is ideal for individuals with a passion for content creation, social media, and digital marketing.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. Our Content and Social Media Intern has the opportunity to contribute to broader marketing and communication initiatives. This flexibility allows them to gain a holistic experience in digital marketing beyond their primary responsibilities.

Responsibilities/Duties/Projects

Content & Social Media Intern duties can include the following:

Content Creation:

- Develop engaging written and visual content for various marketing materials.
- Edit videos and graphics using tools like Canva and other editing software.
- Ensure content aligns with brand guidelines and resonates with the target audience.

On-the-Ground Content Creation:

- Capture on-the-ground content, including photos and videos, for social media.
- Attend events and capture live content to share on social media platforms.
- Collaborate with team members to create authentic and engaging content.

Collaboration with Marketing Team:

- Work closely with the marketing team to execute and optimize social media campaigns and promotions.
- Collaborate on the creation of marketing materials, both digital and print.
- Provide support in editing videos and graphics for marketing purposes.

Social Media Management:

- Manage and update social media accounts with relevant and timely content.
- Monitor and respond to comments and messages on social media platforms.
- Implement best practices for content scheduling and distribution across platforms.

Email Content Creation:

- Collaborate with the marketing team to create engaging email content for promotional and informational campaigns.
- Ensure email content is aligned with overall marketing strategies and objectives.

Community Engagement:

- Engage with online communities to foster positive interactions.
- Encourage user-generated content and participation.
- Respond to inquiries and feedback in a timely and professional manner.

Desired Majors

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

How To Apply

Send resume and cover letter to hr@frasersmathematicsolutions.com

Sales & Marketing Intern, Hybrid, 1 open position

Overview of Position

Fraser's Mathematics Solutions (FMS) provides comprehensive training around high-quality mathematics teaching and learning for educators and parents, creates innovative STEAM programs for students, and supplies students with "The Dope Math Product Line" of notebooks, pencils, and rulers to help them ILLUMINATE in the math classroom.

We are seeking an enthusiastic and results-driven Sales & Marketing Intern to join our team. As a Sales & Marketing Intern, you will play a vital role in supporting both sales and marketing initiatives, collaborating with the team to drive business growth and increase brand exposure. This internship is ideal for individuals interested in gaining hands-on experience in the dynamic fields of sales and marketing.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. The Sales & Marketing Intern has the opportunity to gain exposure to various aspects of both sales and marketing beyond their primary responsibilities. This flexibility allows them to contribute to a comprehensive understanding of our business and industry.

Responsibilities/Duties/Projects

Sales & Marketing Intern duties can include the following:

Sales Support:

- Aid in lead generation and prospecting activities.
- Assist in sales presentations and customer communications.
- Work closely with the sales team to achieve targets and provide marketing support for sales initiatives.

Marketing Collaboration:

- Support the marketing team in developing and executing marketing strategies.
- Create content for social media and other marketing channels.
- Assist in analyzing marketing data and contributing insights for optimization.

Digital Marketing Assistance:

- Support digital marketing efforts, including email campaigns and social media.
- Collaborate on content creation for marketing materials.
- Assist in implementing and monitoring marketing campaigns.

Customer Engagement:

- Engage with customers to understand their needs and provide relevant product information.
- Contribute to customer feedback collection and analysis.

Sales Reporting and Analysis:

- Assist in generating sales reports and analyzing key performance indicators.
- Provide insights into sales trends and areas for improvement.
- Collaborate on developing strategies to enhance sales performance.

Desired Majors

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

How To Apply

Send resume and cover letter to hire@frasersmathematicssolutions.com

Project Management Intern, Hybrid, 1 open position

Overview of Position

Fraser's Mathematics Solutions (FMS) provides comprehensive training around high-quality mathematics teaching and learning for educators and parents, creates innovative STEAM programs for students, and supplies students with "The Dope Math Product Line" of notebooks, pencils, and rulers to help them ILLUMINATE in the math classroom.

We are seeking a motivated and detail-oriented Project Management Intern to join our team. As a Project Management Intern, you will have the opportunity to learn and contribute to various aspects of project planning, coordination, and execution. This internship is ideal for individuals pursuing a degree in Project Management, Business Administration, or a related field.

This intern should be prepared to work in a fast-paced team environment and will finish the internship having gained broad experience in various aspects of business. Our Project Management Intern has the opportunity to explore different aspects of project management, contribute to various projects, engage in product or service R&D, and support a wide range of activities beyond their primary responsibilities. This flexibility allows them to gain valuable hands-on experience in a dynamic work environment.

Responsibilities/Duties/Projects

Project Management Intern duties can include the following:

Project Planning Assistance:

- Collaborate with project stakeholders to define project scope, goals, and deliverables.
- Contribute to the development of project plans, timelines, and budgets.

Coordination and Communication:

- Participate in project meetings and assist in maintaining clear communication channels.
- Support the coordination of project activities and ensure alignment with project objectives.

Task and Resource Management:

- Assist in tracking project tasks, milestones, and deadlines to ensure timely completion.
- Learn to allocate and manage resources efficiently to meet project goals.

Documentation and Reporting:

- Learn to maintain accurate project documentation, including meeting minutes and status reports.
- Support the preparation of regular updates to stakeholders on project progress.

Additional Focus Areas:

Product or Service R&D:

- Participate in research and development activities related to our products or services.
- Collaborate with cross-functional teams to contribute to innovative solutions.

Workshop Support:

- Assist in organizing and supporting workshops and training sessions.
- Contribute to the logistical aspects of workshop coordination.

Research Support:

- Provide support in conducting research relevant to ongoing projects.
- Collaborate with team members to gather and analyze data.

Design and Innovation:

- Design and provide feedback on new products, contributing to product innovation.

Grant Application Support:

- Provide support with grant applications, ensuring accuracy and completeness.

Event Planning and Scheduling:

- Assist with planning conferences, social events, and scheduling activities.

Document Creation and Updating:

- Create and update internal documents, including handbooks, SOPs, sales roadmaps, customer profiles, client follow-up strategies, and long-term price strategies.

HR Support:

- Assist with HR tasks as needed, including hiring and recruiting activities.

Data Analysis:

- Analyze data from workshops and notebook sales to support marketing campaigns.

Initiative and Idea Generation:

- Take initiative to introduce new ideas to the team and contribute to continuous improvement.

Desired Majors

Communications, Business, Entrepreneurship & Human Resources, Math & Physical Sciences, Education, Open to all Majors

How To Apply

Send resume and cover letter to hiring@frasersmathematicssolutions.com

Heyboss

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/React
- 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

HiT Nano Inc

1200 Florence Columbus Rd, Bordentown, NJ 08505

Electrochemical material development for advanced rechargeable batteries, In-person, 3
open positions

Overview of Position

HiT Nano's vision is to deliver industry-leading, cost-effective and high-performance energy storage materials, for applications in rechargeable Li and Na-ion batteries. Our next-generation patented manufacturing technologies deliver materials with advanced properties, while minimizing the adverse environmental impacts characteristic of traditional production methods. We are a growth stage company with laboratories based in NJ.

During this internship, students will work with HiT Nano scientific staff to develop and test new electrode active materials for advanced Li-ion batteries and next generation Na-ion batteries. Students will learn material synthesis and battery electrode production techniques, lab scale battery construction, and battery electrochemical analysis, which are critical skills to decarbonise future society.

Responsibilities/Duties/Projects

Electrochemical material development for advanced rechargeable batteries duties can include the following:

- Conduct laboratory tests to assist scientists to determine battery material quality standards
- Synthesize and test new battery active materials
- Construct lab scale batteries for material characterization
- Track, compile, interpret, and report results
- Diligent note taking and reporting

Desired Majors

Manufacturing, Production, and Skilled Trades, Math & Physical Sciences

How To Apply

Send resume and cover letter to imckendry@hitnanoinc.com

Indegene Inc

150 College Rd W Suite 104 Princeton NJ 08540

Intern- Medical Affairs and Review Services, Hybrid, 3 open positions

Overview of Position

Indegene is a healthcare solutions company that enables global healthcare organizations address complex challenges to improve health and business outcomes. The company is passionate about healthcare and finding practical solutions for our customers to get lifesaving drugs to the market faster; make operations run faster; use cognitive technologies to improve decision making; and improve digital content and technology maturity. We look to leverage technology and innovation to disrupt healthcare for the better. To innovate we constantly look ahead and build expertise in emerging capabilities that will drive our customer's success tomorrow. The Indegene team collaborates seamlessly across teams in 50 countries bringing together diverse capabilities and points of view that seamlessly integrate analytics, technology, operations, and medical expertise.

Every day, the work will make an impact that matters, while the intern thrives in a dynamic culture of inclusion, collaboration and high performance. As the industry leader in life sciences

services, Indegene is where one shall find unrivalled opportunities to succeed and realize your full potential.

The summer internship program is full-time (40 hours a week) role 12 weeks in length that blends real-world experience and provides a broad understanding of the various roles and responsibilities within Medical Affairs.

The internship will provide training activities that support company goals as well as developmental opportunities through broad-based hands-on experiences on live projects and mentorships which will integrate the interns into various medical and operational initiatives.

- The intern will learn the basics of Scientific Communication and Medical Affairs activities through hands-on experience.
- Contribute to ongoing internal communication channels by maintaining and updating materials, etc.
- Attend key meetings to better understand team responsibilities, publications, content development and workflows.
- Assist the Scientific Communications or Review Services team in their day-to-day functions.

Learning Goals:

- Understand the interaction between Medical Affairs and other internal groups in a pharmaceutical industry setting.
- Gain insight of Medical Affairs initiatives in the medical community.
- Learn policies, procedures, regulations and industry guidance related to Medical Affairs activities.
- Enhance written communication skills through preparation of literature summaries, training materials, and other documents.
- Strengthen oral communication skills through scientific exchange with internal and external colleagues.
- Gain experience working in complex, matrixed global team environments by engaging with different departments (e.g. Medical Communications, Publications, Review Services, Regulatory, Pharmacovigilance, pricing, reimbursement, HEOR and Field Medical).

Responsibilities/Duties/Projects

Intern- Medical Affairs and Review Services duties can include the following:

- Train as a core member of the Medical Affairs team to assist in providing accurate, fair-balanced, evidence-based information to internal and external customers.
- Contribute to multidisciplinary teams and build relationships across departments and functions (e.g., Medical Communications, Publications, Review Services, Regulatory and Pharmacovigilance,).
- Participate in cross-functional teams to assist with the execution of the strategic medical plans for clients.

- Provide support to various roles within Medical Affairs and other functional groups.
- Support the medical team through various activities, training, and initiatives that are strategically aligned with client medical priorities.
- Search literature and critically evaluate published and unpublished clinical data.
- Provide written and verbal communication to communicate complex information to a variety of audiences.
- In consultation with the internship supervisor, develop and present one structured presentation relevant to internship activities.

Qualifications

- Must be authorized to work in the US on a permanent basis.
- Must be available full time (40 hours/week) for a minimum of 12 weeks during the summer months.
- Minimum GPA 3.0/4.0
- Applicants must be enrolled in a U.S. accredited pharmacy school (Pharm.D) and in good standing for the semester before the internship.
- Experience performing searches of medical and scientific literature.
- Understand medical and scientific literature published literature and other data (e.g. internal clinical data, post-marketing surveillance data) and formulate accurate written content and assess accuracy content utilizing approved labeling and company standards.
- Ability to demonstrate strong analytical and quantitative skills is required.
- Ability to balance multiple projects and initiatives while executing results.
- Must be a self-starter works independently while contributing to the team goals
- Proficiency in Microsoft Office applications including Word, Excel, PowerPoint, and Outlook.
- Proven leadership/participation with campus programs and/or community service activities is desired.

Skills:

- Teamwork and collaboration
- Communication Skills
- Problem solving
- Work ethic
- Flexibility/Adaptability
- Interpersonal Skills
- Oral, and written communication skills and professionalism
- Global mindset to thrive in a diverse work environment

Travel: Available to travel to US headquarters for a week long on-boarding.

Desired Majors

Life Science, Business, Entrepreneurship & Human Resources, Health Professions

How To Apply

Apply through <https://careers.indegene.com/GlobalOpportunities.aspx>

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

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

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

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

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

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

Solutions³ LLC

637 Wyckoff Avenue, PMB 352, Wyckoff, NJ 07481

Cybersecurity Essentials Internship, Remote, 2 open positions

Overview of Position

The Cybersecurity Intern's role is to introduce the intern to the NIST Cybersecurity strategically Framework (NIST-CSF), the NIST Risk Management Framework (NIST-RMF), and the NIST Cybersecurity Professional (NCSP®) Training & Certification, and various cybersecurity applications and compliance platforms.

The intern will also learn approaches and methodologies associated with compliance assessments, and gain exposure to the business side and partnership side (Value Added Reseller) of cybersecurity.

The intern will go through the DHS/CISA Cybersecurity Essentials package and work with a senior cybersecurity compliance engineer to create a Professional Services package definition of the DHS/CISA Cybersecurity Essentials package.

The end goal of this internship is to perform a DHS/CISA Cybersecurity Essentials-based assessment of Solutions3 LLC.

Responsibilities/Duties/Projects

Cybersecurity Essentials Internship duties can include the following:

- NIST-CSF & NIST-RMF Training
- NIST Cybersecurity Professional (NCSP®) Foundations Training w/required Certification.
- A weekly Cybersecurity Vendor Overview
- Review of a NIST-CSF, NIST-RMF & NIST 800-171 Assessment Spreadsheet
- Assemble a POAM from the above assessment.
- Identify and work on Cybersecurity Essentials Gap remediation.
- Create a defined Professional Services Offering around the above
- Deliver a final project presentation

Desired Majors

Computer Science, Information Systems & Technology

How To Apply

Apply through <https://app.joinhandshake.com/emp/employers/774060>

NIST Cybersecurity Internship, Remote, 2 open positions

Overview of Position

The NIST Cybersecurity Intern's role is to introduce the intern to the NIST Cybersecurity Framework (NIST-CSF), the NIST Risk Management Framework (NIST-RMF), and the NIST Cybersecurity Professional (NCSP®) Training & Certification, and various cybersecurity applications and compliance platforms.

The intern will also learn approaches and methodologies associated with compliance assessments, and gain exposure to the business side and partnership side (Value Added Reseller) of cybersecurity.

The end goal of this internship is to understand what's involved in a NIST-CSF, a NIST-RMF & a NIST 800-171 based assessment of Solutions3 LLC, and to take the results to create a Plan of Action & Milestones (POAM)

Responsibilities/Duties/Projects

NIST Cybersecurity Internship duties can include the following:

- NIST-CSF & NIST-RMF Training
- NIST Cybersecurity Professional (NCSP®) Foundations Training w/required Certification.
- A weekly Cybersecurity Vendor Overview
- Review of a NIST-CSF, NIST-RMF & NIST 800-171 Assessment Spreadsheet
- Assemble a POAM from the above assessment
- Identify and work on Cybersecurity Policy Document reviews & updates.
- Create a defined Professional Services Offering around the above
- Deliver a final project presentation

Desired Majors

Computer Science, Information Systems & Technology

How To Apply

Apply through <https://app.joinhandshake.com/emp/employers/774060>

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.

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.

Internship duration: Monday, May 20, 2024, through Wednesday, August 7, 2024. Interns must be committed to working 30 hours per week for the duration of their internship with Students 2 Science.

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 **Director Career Advancement Program** at Oliviafelder@students2science.org

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.

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.

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

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

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 **Director Career Advancement Program** at Oliviafelder@students2science.org

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.

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.

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

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

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 **Director Career Advancement Program** at oliviafelder@students2science.org

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.

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.

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

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

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 **Director Career Advancement Program** at oliviafelder@students2science.org

Tristate Engineering & Surveying, PC

27 W. Church St, Blackwood, NJ 08012

Civil Engineering Intern, In-person, 2 open positions

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