



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER
EDUCATION**

The Office of the Secretary of
Higher Education
(OSHE)

NJ Career Accelerator
Internship Grant
Opportunities by Major
Technology & Technicians

A Rose in December

629 stokes road Medford NJ

Technology coordinator, Hybrid, 1 open position

Overview of Position

Assist in managing the in-store technology including the physical components (computers and printers), software and online elements. They would also assist in maintaining the technology infrastructure of the building.

Responsibilities/Duties/Projects

Technology coordinator duties can include the following:

- Assist in the troubleshooting of technology problems as they arise
- Develop a rotation schedule for updating computers and printers
- Research new software being used in the floral industry and point-of-sales
- Present new floral software suggestions to owner and manager
- Maintain software updates
- Identify and correct vulnerable online security concerns
- Train staff in using new technology
- Maintain internal network of computers
- Assist owner and manager in the development of a new website

Desired Majors

Technologies & Technicians

How To Apply

Send resume and transcripts to Aroseindecemberinc@gmail.com

Diamond Elite Merchant Services

Technology Implementation Specialist, Hybrid, 2 open positions

Overview of Position

This position is responsible for installation, configuration and set up of Clover equipment as well as pin pads. Responsibilities are, but are not limited to, implementation and all support on Clover inclusive of 3rd party apps. This position is the first point of contact for all new installations before moving over to the support desk, where this position still assists for technical support. The TIS is responsible for testing equipment in the office and ensuring the inventory list stays up to date.

Responsibilities/Duties/Projects

Technology Implementation Specialist duties can include the following:

- Set up of all equipment
- Software configuration
- Installation of equipment
- Inventory Controls of Equipment
- Support to current merchants on their software & hardware issues/questions
- Training of new merchants
- Project - How AI can assist in our business and uses for AI. As well as researching the different AI platforms and what fits the company the best
- Project- what software we can integrate with and how to move forward with those integrations

Desired Majors

Technologies & Technicians

How To Apply

Send resume to meggan@diamondelitems.com

North Jersey Friendship House

Information Technology (IT) Intern, In-person, 1 open position

Overview of Position

The Information Technology (IT) Intern is a hands-on position using skills acquired during the intern's studies, exposing the intern to all aspects of the North Jersey Friendship House infrastructure and participating in support and implementations.

Responsibilities/Duties/Projects

Information Technology (IT) Intern duties can include the following:

- Acts as the first line of defense on troubleshooting hardware issues, printer/device issues
- Uses remote access to provide support to our day programs
- Runs updates/patches on various devices
- Sets up new computers, iPads, printers, etc.
- Monitors Help Desk Program (SysAid) as issues are submitted
- Reviews server maintenance reports for anomalies
- Provides Level 1 IT Support/Help Desk to gather information/take notes. Triage tickets and escalates as needed.
- Follows up with end users either by phone or email to follow up on Sys Aid tickets

- Assists with system administration for onboarding and offboarding of staff

Desired Majors

Technologies & Technicians

How To Apply

Send resume to njfriendshiphouse.org/careers

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

Christ Church USA

140 Green Pond Road, Rockaway, NJ 07866

Post-Production Video Editor Intern, Hybrid, 1 open position

Overview of Position

As the Post-Production Video Editor Intern, you will be working with the Special Events Department assisting in video editing and review.

Responsibilities/Duties/Projects

Post-Production Video Editor Intern duties can include the following:

- Assembling raw footage and transferring/uploading to Dropbox and Premiere
- Working closely with directors to present a final product that matches his/her vision
- Manipulate and edit video pieces in a way that engages the desired audience
- Digitally splicing film and video, as well as synchronizing them into one rough cut file
- Improving and correcting lighting, coloring and faulty footage
- Take a brief to grasp production team's needs and specifications
- Review shooting script and raw material to create content for worship services and activities promotions
- Input music, dialogues, graphics and effects

- Create rough and final cuts
- Consult daily with Director of Media from production to post-production process
- Continuously discover and implement new editing technologies and industry's best practices to maximize efficiency

What You Will Learn:

- New creative methods for various video productions (promos, bumpers, virtual classes & events)
- Creative ways to utilize Adobe Premiere Pro & After Effects
- Encode and organize footage
- Timeline and work on group projects
- Video File management

Qualifications

- Manipulate and edit video pieces in a way that stimulates and engages the audience
- Meet weekly with production team to discuss project needs and specifications
- Review shooting script and raw material to create content for worship services and activities promotions
- Input music, dialogues, graphics and effects
- Create rough and final cuts
- Consult daily with Directors from production to post-production process
- Continuously discover and implement new editing technologies and industry's best practices
- 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

Communications, Technologies & Technicians, Humanities & Languages

How To Apply

Apply through <https://christchurchusa.org/questcollege/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 or apply through 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, Technologies & Technicians, Open to all Majors, Agriculture, Food & Horticulture, Business, Entrepreneurship & Human Resources, Civics & Government, Humanities & Languages, Social Sciences

How To Apply

Send resume, cover letter, and transcripts to interns@circlesteamlab.org or apply through www.circlesteamlab.org

DATATUSK INC

Web Developer, Hybrid, 2 open positions

Overview of Position

Datatusk is a Technology Consulting company with a specialization in Cybersecurity, Cloud & Application Modernization. Datatusk provides cloud-first software, digital, analytics and infrastructure services enabling digital business transformations, revenue growth, increased productivity and higher customer engagement. We are seeking a Web Developer Intern who will work closely with quants, developers, and other senior staff as mentors, interns can expect an inclusive environment conducive to learning. This opportunity provides college students with hands-on working experience and skills in maintaining a dynamic new website, website improvements and design as part of our web development team.

Responsibilities/Duties/Projects

Web Developer duties can include the following:

- Collaborate with the development team to design, develop, and test software applications
- Write clean, efficient, and maintainable code
- Assist in the coordination of web development projects, ensuring timely delivery
- Conducts routine maintenance and optimization of systems.
- Participate in code reviews to ensure quality and adherence to coding standards
- Work with end users to demonstrate solutions and incorporate feedback from those sessions
- Assist in the documentation of software requirements and specifications

Qualifications

- Pursuing a degree in Web Development, Computer Science, or a related field
- Passion towards coding and web designing.
- Self-driven and creative.
- Excellent verbal and written communication skills

Desired Majors

Computer Science, Information Systems & Technology, Technologies & Technicians

How To Apply

Send resume to hr@datatusk.com

DATATUSK INC

Security Analyst, Hybrid, 1 open position

Overview of Position

Datatusk is a Technology Consulting company with a specialization in Cybersecurity, Cloud & Application Modernization. Datatusk provides cloud-first software, digital, analytics and infrastructure services enabling digital business transformations, revenue growth, increased productivity and higher customer engagement. We are seeking a Security Analyst Intern to work closely within the cybersecurity team. This internship offers a hands-on experience in identifying, analyzing, and mitigating potential security threats. The security internship is designed to provide exposure to a variety of security tasks that one should expect a junior or entry-level security analyst to perform.

Responsibilities/Duties/Projects

Security Analyst duties can include the following:

- Contribute to the development and implementation of security policies.
- Support the implementation and maintenance of security controls and related technologies.
- Conduct vulnerability assessments and recommend mitigation strategies.
- Assist in monitoring and analyzing security incidents.
- Collaborate with the IT team to address security concerns.
- Assist in the development and delivery of security documentation materials.

Qualifications

- Pursuing a degree in Cybersecurity, Information Security, or related field
- Basic understanding of cybersecurity principles
- A strong interest and passion for Cybersecurity.
- Strong analytical and problem-solving skills
- Ability to handle confidential and sensitive information with integrity.
- Self-motivated, strong organizational skills and attention to detail
- Excellent teamwork and interpersonal skills.

Desired Majors

Computer Science, Information Systems & Technology, Technologies & Technicians

How To Apply

Send resume to hr@datatusk.com

DATATUSK INC

Business Analyst, Hybrid, 1 open position

Overview of Position

Datatusk is a Technology Consulting company with a specialization in Cybersecurity, Cloud & Application Modernization. Datatusk provides cloud-first software, digital, analytics and infrastructure services enabling digital business transformations, revenue growth, increased productivity and higher customer engagement. We are seeking a Business Analyst Intern who will have an opportunity to learn the business while getting exposure to a variety of business processes, and hands-on experiences with complex projects and work to solve it alongside a team of software developers and other business analysts. You'll liaise with stakeholders and clients to determine the best possible solution, and you will create and execute a plan to bring that vision to reality.

Responsibilities/Duties/Projects

Business Analyst duties can include the following:

- Collect and analyze data to uncover trends and insights.
- Document and analyze current business processes for improvement opportunities.
- Assist in gathering and documenting business requirements.
- Support project managers in coordinating tasks and timelines.
- Support business development processes by researching relevant market and technical requirements
- Communicate effectively with team members and stakeholders.

Qualifications

- Pursuing or recently completed a degree in Business, Finance, or related field.
- Strong analytical and problem-solving skills.
- Excellent communication and interpersonal skills.
- Eager to learn and adapt in a dynamic business environment.
- Self-motivated, naturally curious and ability to take lead and drive for results

Desired Majors

Computer Science, Information Systems & Technology, Business, Entrepreneurship & Human Resources, Technologies & Technicians

How To Apply

Send resume to hr@datatusk.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>

Douglas Peterson DDS

18 Ayers Lane, Little Silver NJ 07739

Dental Assistant, In-person, 1 open position

Overview of Position

A dental assistant plays a crucial role in supporting dentists and ensuring smooth operations within a dental office. Dental assistants are key team members who help ensure the efficiency of dental procedures while prioritizing patient comfort and safety.

Responsibilities/Duties/Projects

Dental Assistant duties can include the following:

- Patient Care: Assisting patients, preparing them for treatments, and ensuring their comfort during procedures.
- Sterilization and Equipment Preparation: Sterilizing instruments, setting up equipment, and maintaining a clean and organized workspace.
- Assisting Dentists: Providing chair-side assistance to dentists during procedures, handing them tools, and anticipating their needs.
- Taking X-Rays: Operating and maintaining dental X-ray machines and assisting in taking and developing dental X-rays.
- Administrative Tasks: Scheduling appointments, managing patient records, and handling billing and payment procedures.
- Educating Patients: Instructing patients on proper dental hygiene techniques and post-treatment care.

Desired Majors

Communications, Health Professions, General Studies, Technologies & Technicians, Open to all Majors

How To Apply

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

DSimone Artistry Salon & Spa

129 Broadway Elmwood Park NJ 07407

Business Management Intern, In-person, 2 open positions

Overview of Position

DSimone Artistry Salon & Spa is a Textured Focused Salon located in Elmwood Park, NJ. We specialize in providing exceptional hair and skin services to our clients, creating a relaxing and

luxurious experience. As part of our commitment to nurturing talent and fostering growth, we are offering an internship opportunity for individuals interested in gaining hands-on experience in the business side of the salon industry.

As a Salon Business Intern, you will work closely with our salon management team to gain insights into the day-to-day operations of a thriving beauty business. This internship is designed to provide exposure to various aspects of salon management, customer service, marketing, and administrative tasks.

Responsibilities/Duties/Projects

Business Management Intern duties can include the following:

Assist with Administrative Tasks:

- Provide support in managing appointment schedules, client records, and other administrative duties.
- Help maintain a clean and organized salon environment.

Customer Service:

- Interact with clients to ensure a positive and welcoming experience.
- Assist in addressing client inquiries, feedback, and concerns.

Marketing and Promotions:

- Contribute to social media initiatives, including content creation and scheduling posts.
- Assist in the development and implementation of promotional events and marketing campaigns.

Inventory Management:

- Work with the team to monitor and manage salon inventory, including beauty products and supplies.

Observation and Learning:

- Shadow and learn from experienced salon professionals, gaining insights into industry best practices.
- Attend team meetings and training sessions to enhance knowledge of salon operations.

Business Development:

- Contribute ideas for business growth and improvement.
- Assist in researching market trends and competitor analysis.

Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, Humanities & Languages, Manufacturing, Production, and Skilled Trades, Technologies & Technicians

How To Apply

Send resume, cover letter, and transcripts to hello@dsimoneartistry.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, Natural Resources, Sustainability & Environmental Science

How To Apply

Send resume and cover letter to intern@fundraisingwell.com

Heritage Glass Museum

25 High Street East, Glassboro, NJ 08028

Exhibit Designer and Social Media Assistant, In-person, 1 open position

Overview of Position

The intern will work to update exhibits and artifact labels including integrating digital technologies such as QR codes and web pages that provide additional information. The intern will also work to enlarge our audience through building a social media marketing strategy, creating new content, and managing the Museum's social media accounts. The intern will also assist as a docent, meeting visitors and providing guided tours of the museum.

The internship takes the form of experiential learning - learning through experiencing. The intern will be required to complete Museum training and short learning webinars (Will discuss). One week prior to the end of the internship, the student will be required to submit a written reflection on what they learned and their personal experience.

Responsibilities/Duties/Projects

Exhibit Designer and Social Media Assistant duties can include the following:

- Design exhibit displays and artifact labels consistent with ADA compliance.
- Create QR codes and corresponding web pages that highlight artifacts
- Research, plan, and design professional social media content to promote the museum on multiple social media accounts.
- Develop and edit professional video content for social media.
- Develop a successful social media marketing strategy, including creating a plan, developing content, and managing the Museum's social media accounts.
- Understand and exhibit best practices in handling and photographing historical material and artifacts.
- Become knowledgeable of the Museum's collection and history, and share this knowledge with visitors.
- Greet visitors, answer questions, and provide tours of the museum.
- Collaborate in welcoming and assisting visitors at the Museum.

Desired Majors

Arts & Design, Communications, Education, Humanities & Languages, Technologies & Technicians

How To Apply

Send resume and cover letter to info@heritageglassmuseum.org

Heritage Glass Museum

25 High Street East, Glassboro, NJ 08028

Digital Media Assistant, In-person, 1 open position

Overview of Position

The intern will assist with digitizing historical material related to New Jersey's glassmaking history. The assistant will utilize a computer, scanner, and digital camera to digitize this material. This work will include handling and organizing historical artifacts, digitizing material, and documenting metadata. The intern will also assist as a docent, meeting visitors and providing guided tours of the museum.

The internship takes the form of experiential learning - learning through experiencing. The intern will be required to complete Museum Training and three short learning webinars (Will discuss). One week prior to the end of the internship, the student will be required to submit a written reflection on what they learned and their personal experience.

Responsibilities/Duties/Projects

Digital Media Assistant duties can include the following:

- Understand and exhibit best practices in handling, digitizing, and organizing historical material and artifacts.
- Experience digitizing materials using a scanner and digital camera
- Learn, understand, and document basic metadata related to artifacts.
- Apply best practices in photographing historic artifacts.
- Assist with developing content for social media
- Become knowledgeable of the Museum's collection and history, and share this knowledge with visitors.
- Greet visitors, answer questions, and provide tours of the museum.
- Collaborate in welcoming and assisting visitors at the Museum.

Desired Majors

Arts & Design, Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, Humanities & Languages, Technologies & Technicians, Social Sciences, Education

How To Apply

Send resume and cover letter to info@heritageglassmuseum.org

iEvolVe Experience

485C US Highway 1 South Suite 350, Iselin, NJ 08830

Social Service Coordinator, Hybrid, 2-3 open positions

Overview of Position

The coordinator position supports day to day operations of Mental Health trainings and projects. Key functions include managing scheduling, program tracking, admin support, phone calls, instructor communication and support.

Responsibilities/Duties/Projects

Social Service Coordinator duties can include the following:

- Provide instructor support.
- Manage training schedules, registration, tracking, ordering of materials, and website and social media posting.
- Participate in tracking, reporting, and analysis of program evaluation for community impact.
- Manage learning management system. (LMS)
- Obtain Mental Health First Aider Certification (Provided by company)
- Company will train intern

Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Education, Health Professions, Social Sciences, Technologies & Technicians

How To Apply

Send resume, cover letter, and transcripts to hello@ievolveexperience.org or apply through <https://www.ievolveexperience.org>

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

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"**

KIPP Cooper Norcross, A NJ Nonprofit Corporation

60 Park Place, Suite 802 Newark, NJ 07102

KIPP NJ- School Operations Internship, In-person, 2 open positions

Overview of Position

Internship Overview: School Operations Team

Duration: 10 weeks

Number of Interns: 2

The School Operations Team Internship at KIPP NJ offers college students interested in school operations and administration an opportunity to gain practical experience and contribute to the smooth functioning of our schools. As an intern, you will be assigned various responsibilities, duties, and projects within the School Operations Team. The internship will provide valuable insight into school operations, enrollment, family communications, data management, and administrative support.

This internship will provide hands-on experience in school operations, family communications, data management, and administrative support. Throughout the internship, you will receive guidance and mentorship from experienced professionals in the field of school operations.

At the conclusion of the internship, you will have gained practical experience in school operations, administrative support, data management, and customer service.

If you are passionate about supporting the operational needs of schools, ensuring a positive learning environment for students, and making a positive impact in the education sector, we encourage

Responsibilities/Duties/Projects

KIPP NJ- School Operations Internship duties can include the following:

- **Registration:** Support the school operations team by reaching out to families to collect registration documents, ensuring all required paperwork is completed and submitted.
- **Documentation:** Assist in the scanning and digital archiving of student documents, ensuring proper organization and confidentiality. Safely destroy paper versions of documents following established protocols.
- **Supporting School Organization and Beautification:** Contribute to the organization and beautification of our schools. This may involve tasks such as arranging furniture, creating

signage, and maintaining a clean and welcoming environment for students, staff, and families.

- Classroom Moves: Assist in packing and unpacking classrooms during moves, ensuring that supplies, furniture, and equipment are properly organized and ready for use.
- Setup of Supplies: Support the setup and distribution of supplies, including textbooks, instructional materials, and other resources needed for classroom instruction.
- Administrative Duties: Assist with administrative duties such as collecting residency and immunization documents from families, ensuring compliance with state and district requirements.
- Managing Data Tools/Spreadsheets: Utilize data tools and spreadsheets to track registration submissions, ensuring accurate and up-to-date information is maintained. Assist in generating reports and analyzing data as needed.
- Supporting Front Office Staff: Provide support to front office staff with family communications, including answering phone calls, responding to inquiries, and providing general assistance to ensure smooth operations.

Qualifications

- Currently pursuing a degree in education, business administration, business management or a related field.
- Strong communication and interpersonal skills.
- Excellent organizational and time management skills.
- Proficiency in using Microsoft Office suite.
- Attention to detail and commitment to accuracy.
- Ability to handle sensitive and confidential information with discretion.
- Flexibility and adaptability in a fast-paced environment.
- Passion for education and supporting the operational needs of schools.

Desired Majors

Business, Entrepreneurship & Human Resources, Open to all Majors, Social Sciences, Math & Physical Sciences, Technologies & Technicians, Manufacturing, Production, and Skilled Trades, General Studies, Education, Computer Science, Information Systems & Technology, Communications

How To Apply

Send resume and transcripts to bscudieri@kippteamandfamily.org

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

KIPP Team and Family Schools, Inc.

60 Park Place, Suite 802 Newark, NJ 07102

KIPP NJ- Technology Team Internship, In-person, 2 open positions

Overview of Position

Internship Overview: Technology Team

Duration: 10 weeks

Number of Interns: 2

The Technology Team Internship at KIPP NJ offers college students interested in technology and IT support an opportunity to gain practical experience and contribute to the implementation and maintenance of technology infrastructure within our organization. As an intern, you will be assigned various responsibilities, duties, and projects within the Technology Team. The internship will provide valuable insight into technology deployment, asset management, troubleshooting, and network maintenance.

This internship will provide hands-on experience in technology deployment, asset management, troubleshooting, and network maintenance. Throughout the internship, you will receive guidance

and mentorship from experienced IT professionals who will help you develop your technical skills and expand your knowledge of technology infrastructure.

At the conclusion of the internship, you will have gained practical experience in technology deployment, asset management, troubleshooting, and network maintenance.

If you are passionate about technology, IT support, and making a positive impact in the education sector, we encourage you to apply for this internship opportunity with the Technology Team at KIPP NJ.

Responsibilities/Duties/Projects

KIPP NJ- Technology Team Internship duties can include the following:

- Refreshing Technology Items: Assist in refreshing technology items at schools in preparation for the return of staff and students in August. This involves setting up new devices, migrating data, and decommissioning outdated equipment.
- Installing/Configuring Windows 10: Participate in the installation and configuration of Windows 10 operating systems on various devices, ensuring compatibility and optimal performance.
- Deploying Staff & Student Laptops: Support the deployment of laptops to staff and students, ensuring proper setup and configuration according to organizational policies and guidelines.
- Setting up & Configuring Printers: Assist in setting up and configuring printers across school campuses, ensuring connectivity and functionality.
- Packing Computer Equipment for Relocation: Help pack computer equipment for relocation, ensuring proper handling and transportation to new locations as needed.
- Managing and Auditing Technology Assets: Contribute to the management and auditing of technology assets, including maintaining accurate records of equipment, performing inventory checks, and assisting in asset disposal processes.
- Troubleshooting Hardware and Software Issues: Provide basic troubleshooting support for hardware and software issues, assisting end-users in resolving technical problems and escalating complex issues to senior team members when necessary.
- Data Network Maintenance Tasks: Assist in data network maintenance tasks, such as cable management, equipment installation, and network testing.

Desired Majors

Computer Science, Information Systems & Technology, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Technologies & Technicians

How To Apply

Send resume and transcripts to 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, Life Science, Manufacturing, Production, and Skilled Trades, Math & Physical Sciences, Natural Resources, Sustainability & Environmental Science, Social Sciences, Technologies & Technicians, Open to all Majors

How To Apply

Send resume, cover letter, and transcripts to mmorales@lacasanwk.org

Redhawk Research, LLC

95 Homestead Rd, Tenafly, NJ 07670

Software Application Development, Remote, 4 open positions

Overview of Position

Are you a disciplined and motivated individual eager to kick-start your career in software development? Join our team as a Software Application Development Intern at Redhawk Research, LLC, a company specializing in asset management software and analytics for the mortgage industry. Gain hands-on experience in various aspects of software development as a remote intern. You will have the opportunity to work on real-world projects, contribute to innovative solutions, and collaborate with experienced professionals across different domains.

Responsibilities/Duties/Projects

Software Application Development duties can include the following:

1. Front-End Web Application Development (JavaScript):

- Collaborate with our front-end development team to design and implement user interfaces for web applications using JavaScript.
- Enhance the user experience by introducing new analytical features and optimizing web page performance and responsiveness.

2. Research on Artificial Intelligence Use Cases:

- Conduct research on the latest AI trends and identify potential use cases within our applications.
- Assist in the development of AI prototypes or proof-of-concepts using Python and JavaScript.

3. Cloud DevOps (Google Cloud, Linux, Terraform):

- Gain exposure to cloud computing platforms, particularly Google Cloud, in a remote environment.
- Participate in DevOps activities, including deployment automation, infrastructure as code using Terraform, and working with Linux-based systems.

4. Backend Web Application Development (Python, JavaScript, Postgres, Pandas, GraphQL):

- Work closely with our back-end development team to build and maintain server-side components of web applications using Python, JavaScript, and GraphQL for efficient data querying.
- Develop APIs, databases using Postgres, and server logic to support application functionality.
- Utilize Pandas for adding analytical outputs to our software applications.

5. Dagster Data Pipeline Development:

- Collaborate with our data engineering team to build and maintain data pipelines using Dagster.
- Help design and implement data transformations and workflows.

6. Project Support:

- Assist in the maintenance and enhancement of applications that are already in production.
- Collaborate with team members to identify and resolve issues or implement new features.
- Participate in code reviews and quality assurance processes.

7. Exploring New Application Ideas:

- Brainstorm and contribute to the development of new application concepts or features.
- Prototype and create proof-of-concept applications to explore potential innovations.

8. Enhancing Testing Suites:

- Write and maintain test cases to ensure the reliability and quality of our software products.
- Execute testing procedures and report any defects or issues found.

9. Documentation:

- Create clear and comprehensive technical documentation for code, APIs, and processes.
- Help improve existing documentation to make it more accessible and user-friendly.

Qualifications

- Currently pursuing a degree in Computer Science, Software Engineering, or a related field.
- Basic knowledge of Python, JavaScript, Pandas, GraphQL, and database technologies like Postgres.
- Familiarity with Linux-based systems.
- Strong problem-solving skills and a disciplined approach to learning and adapting to new technologies.
- Excellent communication and teamwork abilities.
- Enthusiasm for software development and a desire to make an impact.

Desired Majors

Computer Science, Information Systems & Technology, Technologies & Technicians, Arts & Design

How To Apply

Send resume to dkim@redhawkresearch.com

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**

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**

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**

The Sponsorship Concierge

Marketing Internship, Remote, 1 open position

Overview of Position

We are seeking a motivated and creative Marketing Intern to join our team. This internship provides an excellent opportunity to gain hands-on experience in marketing within the sponsorship industry. The ideal candidate is passionate about marketing, has a strong desire to learn, and thrives in a fast-paced environment.

Responsibilities/Duties/Projects

Marketing Internship duties can include the following:

- Assist in the development and execution of marketing campaigns to promote our services and events, with a focus on our upcoming webinars and strategy sessions.
- Create engaging content for various digital platforms, including social media, newsletters, and the company website.
- Collaborate with the marketing team to brainstorm and implement creative ideas to increase brand awareness.
- Monitor and analyze the performance of marketing campaigns and provide insights for optimization.
- Support the coordination of events, including webinars and workshops, by assisting with logistics and promotion.

- Assist in maintaining and growing our social media presence by curating content, engaging with followers, and monitoring trends.

Desired Majors

Communications, Business, Entrepreneurship & Human Resources, Arts & Design, General Studies, Social Sciences, Technologies & Technicians

How To Apply

Send resume and transcripts to hi@thesponsorshipconcierge.com

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

Triveni Group LLP

71 Union Ave, Suite 208, Rutherford, New Jersey 07070

Software Engineer, Hybrid, 2 open positions

Overview of Position

Triveni IT is seeking a highly motivated and talented Software Developer Intern to join our dynamic team. As a Software Developer Intern, you will have the opportunity to work closely with experienced professionals, gain hands-on experience in software development, and contribute to meaningful projects that make a real impact.

Responsibilities/Duties/Projects

Software Engineer duties can include the following:

- Collaborate with the development team to design, develop, test, and deploy software solutions.
- Assist in coding, debugging, and maintaining software applications.
- Contribute to the documentation of code and system processes.
- Troubleshoot, debug, and optimize code for performance.

Desired Majors

Computer Science, Information Systems & Technology, Technologies & Technicians

How To Apply

Send resume to hr@triveniit.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

Wellcare Nurses and Staffing

185 Central Ave Ste 501 East Orange, NJ 07018

Business Development Intern 2024, Hybrid, 2 open positions

Overview of Position

As a Business Development and Partnership Intern at Wellcare Nurses and Staffing, you will have the opportunity to gain hands-on experience in the dynamic and fast-paced field of healthcare staffing. This internship is designed to expose you to various aspects of business development, strategic partnerships, and client relationship management within the healthcare industry.

Responsibilities/Duties/Projects

Business Development Intern 2024 duties can include the following:

Market Research and Analysis:

- Conduct market research to identify potential clients and industry trends.
- Analyze competitor activities and market dynamics to support strategic decision-making.

Partnership Development:

- Assist in identifying and cultivating strategic partnerships with healthcare facilities and institutions.
- Collaborate with the business development team to explore and establish mutually beneficial partnerships.

Client Relationship Management:

- Support the maintenance and enhancement of relationships with existing clients.
- Assist in developing and implementing strategies to ensure client satisfaction and retention.

Sales Support:

- Provide support in the development of sales presentations, proposals, and other materials.
- Assist in coordinating and participating in client meetings and presentations.

Administrative Tasks:

- Perform various administrative tasks to support the business development and partnership functions.

- Maintain accurate and up-to-date records of client interactions and partnerships.

Desired Majors

Business, Entrepreneurship & Human Resources, Communications, Computer Science, Information Systems & Technology, General Studies, Health Professions, Humanities & Languages, Math & Physical Sciences, Technologies & Technicians

How To Apply

Send resume, cover letter, and transcripts to ugoeze@wellcarenurses.com