



NEW JERSEY OFFICE OF THE SECRETARY OF

**HIGHER  
EDUCATION**

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The Office of the Secretary of  
Higher Education  
(OSHE)

NJ Career Accelerator  
Internship Grant  
Opportunities

Water Utility

## **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](mailto:rbarry@jmeuc.com) or apply through “[jmeuc.com](http://jmeuc.com)”

## **New Jersey American Water**

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

**Community Outreach & Education Intern, In-person**, 2 open positions

### Overview of Position

We are looking for an outgoing and personable individual to join the New Jersey’s External Affairs team as part of an internship program. The ideal candidate should be pursuing a communication and/or related major and have an affinity to engaging with the public. This role will represent New Jersey American Water at community and educational events throughout the summer months and will report directly to both the Sr. Director of Communications and External Affairs and the External Affairs Specialist position.

### Responsibilities/Duties/Projects

**Community Outreach & Education Intern** duties can include the following:

- Coordinate activities for events to include working with vendors, community partners, and employees.
- Represent New Jersey American Water by tabling at community events with educational and company information.
- Present before small and large groups within the community (schools, community organizations etc.).
- Provide photography and content related to events for customer facing outlets (internet, social media, newsletters, etc.).
- Inventory tracking and organization to support community events.

### Desired Majors

Communications, Education, Natural Resources, Sustainability & Environmental Science

### How To Apply

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

## **New Jersey American Water**

*New Jersey American Water, 714 Chimney Rock Road, Bridgewater, NJ 08807 (1 Intern)*

*New Jersey American Water, 1341 North Avenue (Netherwood) , Plainfield, NJ 07062 (1 Intern)*

*New Jersey American Water, 120 Raider Boulevard (Belle Meade), Hillsborough, NJ 08844 (1 Intern)*

*New Jersey American Water, 661 Shrewsbury, NJ 07702, (2 Interns)*

*New Jersey American Water, 167 JFK Parkway, Short Hills, NJ 07078 (2 Interns)*

**Operations Specialist, In-person, 7 open positions**

### **Overview of Position**

The Operations Specialist provides operational, administrative, analytical and technical support to the Field and Production departments. This role may include assisting supervision with scheduling work, briefing employees, completing tasks, communicating with other departments, safety, assisting team members, handling customer inquiries, etc. This role may include assisting with field work including pick-up and delivery tasks, assessing repairs made by contractors, completing related paperwork and/or handling Public Utility inquiries. The percentage of time spent performing the key accountabilities of the job may vary based on the manager, departmental or functional unit needs. This role may assist with fleet management, vehicle repairs and facility maintenance.

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

**Operations Specialist** duties can include the following:

- Coordinate or review operations processes and practices and assist in developing tactical plans for the team
- Receive and distribute operational workflow requests and work orders.
- Enter data and perform analysis in information systems
- Schedule daily operational work based on priority outlined by operations leadership using work management system.
- Respond to customer inquiries, which may include, but are not limited to, gathering information from operations leadership, speaking with customers and explaining company processes.
- Prepare, analyze and evaluate reports on a wide variety of items including variances related to specific department work processes, regulatory requirements, budgets, capital expenditures, work orders, departmental and/or organizational performance, etc.
- Provide general administrative support for day-to-day managerial and departmental needs and special projects, which may include but are not limited to, composing correspondence, obtaining permits, preparing and distributing meeting minutes, processing purchasing card and fleet related expenses, initiating purchasing transactions, document preparation, etc.
- Work collaboratively with other functions to optimize business performance and customer satisfaction.
- Reinforce leadership activities and decisions.

- Contribute to effective communication and culture by listening and providing feedback, supporting an open and honest work environment and cascading and sharing knowledge and information relevant to employees.
- Assist with training and development, knowledge transfer, instilling safe work practices, regulatory and environmental compliance activities.
- Audit work zones and operations facilities for safety, security, environmental compliance, productivity and efficiency.
- Performs activities to monitor and maintain inventory control, evaluates inventory levels and reorders as necessary.
- May perform receiving, stocking, distributing, and packing in addition to inventory control.
- Maintains inventory records and prepares reports.
- May work with vendors to resolve routine supply and distribution discrepancies

**Desired Majors**

Open to all Majors

**How To Apply**

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