



NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION PROFESSIONAL INTERNSHIP PROGRAM NOTICE OF VACANCY

Title: Environmental Services Intern

Posting Number: AEMS-2024-1i

Opening Date: 2/22/2024

Closing Date: 3/29/2024

Approximate Start Date of Internship: Summer 2024

Approximate Duration of Internship: 8-10 weeks

Existing Vacancies: 1

Location: Cedar Knolls, NJ

Program: Air, Energy & Materials Sustainability/Air Compliance and Enforcement- Northern Region Office (NRO)

Program Description: Air Compliance and Enforcement – NRO consists of Air inspectors who are tasked with performing both field and office work. Inspections are performed to determine compliance with the State and Federal Air Pollution Control Acts. Staff review various facility submissions. All investigative reports /findings are entered into the New Jersey Environmental Management System (NJEMS) and appropriate enforcement actions are issued to address non-compliance. Staff interact with constituents, internal DEP stakeholders, regulated facility representatives, and attorneys in their day-to-day work.

Internship Hours Per Week: Fully in-person 35 hours per week.

Hourly Rate: Sliding Scale based on Education Level (\$16-\$21 Per Hour).

Project Description: Facility Classification Review and General Case Assistance: Learn the practices, procedures, and applications in preparation of reports; complete assignments which will provide practical experience; assist the office with routine duties, administrative tasks, and database work; does other related work.

Specific to the Position: Seeking Individuals enrolled at an accredited university / college studying Environmental Science and/or Policy.

License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Residency: All persons newly hired on or after September 1, 2011 have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey subject to the provisions of N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act".

Authorization to Work: Selected candidates must be authorized to work in the United States per the Department of Homeland Security, United States Citizenship and Immigration Services regulations. Note: The State of New Jersey does not provide sponsorship for citizenship to the United States.

Veteran's Preference: To qualify for New Jersey Veteran's Preference/status, you must establish Veteran's Preference through the Department of Military and Veterans' Affairs. Please submit proof of your Veteran's Preference along with your resume as indicated below. For more information, please visit <https://nj.gov/military/veterans/services/civil-service/preference/>

Submit Resume and Internship Information Form by 4:00PM on the closing date to:

Human Resources

DEPinternships@dep.nj.gov

SAME applicants: If you are applying under the NJ SAME program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME program, please visit <https://nj.gov/csc/same/overview/index.shtml>, email SAME@csc.nj.gov, or call CSC at (609) 292-4144 and select Option #3.

The New Jersey Department of Environmental Protection is an Equal Opportunity Employer and is committed to inclusive hiring and a diverse workforce. We strongly encourage people from all backgrounds to apply. Accommodations under ADA will be provided upon request.

