



NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION PROFESSIONAL INTERNSHIP PROGRAM NOTICE OF VACANCY

Title: Information Technology Researcher/Designer Intern

Posting Number: DOIT-2024-3i

Opening Date: 2/14/2024

Closing Date: 3/29/2024

Approximate Start Date of Internship: Summer 2024

Approximate Duration of Internship: 8-12 weeks

Existing Vacancies: 1

Location: Trenton NJ

Program: Division of Information Technology (DOIT) - Director's Office – IT Project Coordination

Internship Hours Per Week: Fully in-person 25-35 hours per week

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

Program Description: DOIT supports and oversees all information technology for NJDEP, including a role in all purchases, acquisition, design, development, deployment, security, staffing and maintenance. These responsibilities apply to all hardware, software and networks. In addition to duties around specific information elements and systems, DOIT has responsibility to integrate, evolve, plan, and coordinate NJDEP's technology assets for optimal impact and efficiency.

Project Description: Under the supervision and guidance of the IT Projects Coordinator, the chosen candidate will research, benchmark, recommend and may design and/or implement elements of a comprehensive IT asset inventory, tracking and management system. The project must avoid an overly simple selection or design of new inventory software and is to include consideration of the strategic uses and best practices involved with a comprehensive accounting of all IT assets.

The minimum deliverable of the project will be well researched, well documented recommendations that include the scope of software requirements and the toolsets or products that could meet them. The specified requirements and systems should be linked to expected uses justified by examples from recognized leaders in this area.

If time and supporting resources permit, the project may include steps implementing the recommendations.

Specific to the Position: The desired candidate will bring aspects of a Business Analyst or Business Technologist together with aspects of a Software Designer/Architect. They will have an appreciation of approaches to software system design, especially the essential consideration of business goals and needs to be translated to more technical system feature requirements. The candidate must also be an effective researcher, balancing comprehensiveness with relevance to analyze options and justify clearly supported recommendations.

Preferred Area of Study: Seeking individuals enrolled at an accredited university / college studying any of the following, or closely related: Information Technology and Information Systems, Computer Science, Information Science, Business Analytics.

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/>

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.

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

Human Resources

DEPinternships@dep.nj.gov

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.



