



NJ DEPARTMENT OF ENVIRONMENTAL PROTECTION SPARK PROFESSIONAL INTERNSHIP PROGRAM NOTICE OF VACANCY

Title: Environmental Services Intern

Posting Number: WRM-2024-1i

Opening Date: November 13, 2023

Closing Date: March 13, 2024

Approximate Start Date of Internship: Summer 2024

Approximate Duration of Internship: 8-10 weeks

Existing Vacancies: One (1)

Location: Ewing, NJ

Program: WRM/Division of Water Supply & Geoscience/NJ Geological and Water Survey

Program Description: Office of the State Geologist

Internship Hours Per Week: Fully in-person 15-30 hours per week

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

Project Description: Appointee will assist in scanning and digitally preserving documents for the National Geological and Geophysical and Geophysical Data Preservation Program Grant. Will be responsible for scanning, cataloging, and creating metadata for scanned documents. Utilize computer programs such as Adobe, Microsoft Office Suite, ArcGIS, Past Perfect and other related tasks.

Specific to the Position: Knowledge of GIS and Scanning; familiarity with standard operating procedures; familiarity with GIS and Microsoft platforms.

Preferred/Required Area of Study: Seeking Individuals enrolled at an accredited university / college studying Geology, Hydrogeology, and /or Environmental Sciences

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:

NJDEP Internship Coordination Team

DEPinternships@dep.nj.gov

Please include the title and posting # of this Notice of Vacancy in the subject line of your e-mail.

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. Accommodation under ADA will be provided upon request.

