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**NOTICE OF JOB VACANCY
PAID INTERNSHIP**

POSTING NUMBER	ISSUE DATE	CLOSING DATE
23 Summer	February 10, 2023	March 10, 2023
TITLE	LOCATION	
Intern – Temporary Employment Services (TES)	Hamilton, West Trenton or Newark, NJ	
INTERNSHIP	SALARY	
Summer Program: June 5, 2023 – July 28, 2023	\$20.00/Hour	

The New Jersey Office of Homeland Security and Preparedness (NJOHSP) leads and coordinates New Jersey's counterterrorism, cybersecurity, and preparedness efforts while building resiliency throughout the State.

If you are an enthusiastic college or graduate student looking to get hands-on experience in homeland security, here is your opportunity for a paid internship. Interns will be exposed to all facets of the State homeland security and preparedness mission, interact with senior government officials and various government agencies, receive training and career development opportunities, gain valuable work experience, and conclude their internship with a capstone presentation. Applicants will be able to select up to three bureaus located in Hamilton, West Trenton, or Newark NJ for their internship placement. Final selection is made by the bureau.

This is an in-person internship program. Interns are hired as TES employees and as such are not eligible for telework. Hours of work will be Monday - Friday within business hours of 8AM to 5PM. Interns are limited to no more than 35 hours per week.

The summer internship program is a consecutive 8-week program for 5 days a week (Monday through Friday).

For more information on the program and bureaus, please visit our website at www.njohsp.gov/internships.

REQUIREMENTS

Students must:

- Currently be enrolled full-time in an accredited college or university or post-graduate program.
- Have completed a minimum of 48 college credits or two years by the start of the internship.
- Have U.S. citizenship or Permanent Residence Status.
- Undergo a Level 1 Background Investigation.
- Must be available to participate for the duration of the internship program.

To Apply:

- You must apply through the NJOHSP website.
<https://njohsp.hire.trakstar.com/jobs/fk0xf2c?source=>
- Submit Resume
- Unofficial Transcript
- Cover letter discussing why you wish to intern for NJOHSP.
- Writing sample (not to exceed 3 pages)
- Letter of recommendation is *optional*.

All submissions must be received no later than 4:00P.M. on the closing date. Failure to submit all required documentation may result in your disqualification.

NJ SAME Applicants: If you are applying through the NJ SAME program, your supporting documents must be submitted along with your resume by the closing date of the posting.

<p><u>NJ RESIDENCY REQUIREMENTS</u></p>	<p>In accordance with the New Jersey First Act P.L. 2011 c70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.</p>
<p><u>NJ ETHICS REQUIREMENT</u></p>	<p>Applicants accepting employment with NJOHSP are required to adhere to the Conflicts of Interest Law N.J.S.A. 52:13D-12 et seq., the Uniform Ethics Code N.J.A.C. 19:61-1.1. et seq., and LPS Supplementary Ethics Code which may limit or preclude outside activities and/or outside employment. Employees in certain positions are required to annually file financial disclosure statements.</p>
<p><u>EQUAL OPPORTUNITY</u></p>	<p>NJOHSP is an Equal Opportunity Employer and is committed to inclusive hiring and dedicated to diversity in our staff. We strongly encourage people from all groups and communities to apply.</p> <p>NJOHSP participates in the “State as a Model Employer of People with Disabilities” (SAME) program. For more information on the NJ SAME Program, please visit https://nj.gov/csc/same/overview/index.shtml</p> <p>NJOHSP provides reasonable accommodations to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application hiring process, please notify the agency via careers@njohsp.gov and request the ADA Coordinator contact you. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.</p>