Rowan University
Institute for Public Policy & Citizenship

Summer 2018 Internship Guide

Please complete and FAX back to (856) 256-5668 or EMAIL to dworkin@rowan.edu

Name of Company / Association / Organization: City of Jersey City, Division of Community Development

Internship Coordinator: Carmen Gandulla, Director

Coordinator's Phone / Email: cgandulla@jercnj.org

Location of Internship: Martin Luther King Jr. Dr

Number of Summer 2018 Interns Accepted: 9

Dates / Length of Summer Internship: Dependent on University

Required Hours/Week: Min. 16

Is there some type of salary or stipend? No

If so, how much?

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)

Application at University, submit resume to DCD; interview by one or more staff; decision; background review (if chosen); begin internship with DCD

Intern work areas: Clerical, Research, Organizing

Please explain the work that will be required of the Intern: Each of the seven grant and other programs that students may apply to have benefits and experience unique to them. See enclosed write-ups for each program.

Will there be opportunities for the intern to observe:

Internal strategy sessions? Yes

Legislative sessions? Yes

Committee hearings? No

Is the intern expected to work evenings and weekends? If so, please explain.

Do you have any suggestions for the applicants? Apply for as many programs that they are interested in to maximize chances of acceptance. They will new location in front of S&O MLK Jr Dr, Jersey City

** and student availability; student will benefit from the longest duration they are able to intern with DCD

*** have exposure to multiple programs during the internship.
Program Internship: Accounts and Controls

The internship is directed as a learning experience that will allow the student to explore an interest in serving the community in a positive and vital way through financial monitoring, with exposure to what could be a future career path. Intern will provide assistance towards the administration of the Community Development Block Grant (CDBG), Community Service Block Grant (CSBG), Home Owner Rehabilitation Program (HROP), Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grant (ESG) programs. These grants serve the needs of the low- and moderate-income community within Jersey City, partnering with non-profit groups. Orientation and training is provided. Interns must be available Monday through Friday scheduled for 25-30 hours per week, minimum 20 hours. All Interns report to the Director of Community Development under the supervision of the Senior Accountant.

Program Internship Duties

Specific duties will be discussed during the interview process and may include the following: spreadsheet creation and revision, updating databases and General Ledger review and analysis. All assignments are confidential and may involve time-sensitive deadlines. Interns must be very reliable, independent, flexible, eager to learn and highly organized. This position will provide the student with the opportunity to gain hands-on experience in working for city government, with potential opportunities for special projects depending on the intern’s skills.

Compensation

Internships with the Division of Community Development are not paid, though the student is offered valuable relevant experience. May be used to satisfy academic credit requirements.

Minimum Qualifications: Must be a current college or city college student in good academic standing, enrolled in an accredited two- or four-year college or university. Must have a minimum cumulative grade point average of 2.7 on a 4.0 grade scale or a 3.5 on a 5.0 grade scale.

Preference: Students majoring in Accounting, Business Administration, Finance and Business Management, Computer Science, Information Technology or a similar field with related coursework. Students in Graduate and Masters program encouraged to apply. Work hours are flexible to meet the needs of the student, however, during the Winter and Spring semester/quarter, student is required to work a minimum of 16 hours per week.

Qualifications

- Facility for numbers
- Generally Accepted Accounting Principles (GAAP)
- Accounting Knowledge
- Advanced knowledge of Excel
- Comfortable with performing simple accounting functions
- Interested in learning database used for HUD financial processing
- Detail oriented, able to follow directions, and take initiative when needed
- Must be able to handle confidential information with solid judgment and discretion
- Understanding of compliance helpful

Responsibilities include but not limited to:
- Database maintenance
- Account posting and reconciliation
- Voucher processing
- General Ledger review and journal entries for adjustments
- Perform research in files
- Assist with projects as needed
- General office support including: data entry, filing, scanning, etc.
- Maintain professional appearance and demeanor when interacting with the public and partner agencies
- All assignments are confidential and may involve time-sensitive deadlines
- Submit a signed log of hours completed for time worked

Closing Date: Open until further notice.

Application Process: Interested candidates should send: Current Official Transcript, cover letter, resume and letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level will be required at the time of application.

If you are a person with a disability and require a reasonable accommodation in order to participate in the application process, please contact the Division of Community Development. You may be required to provide information to support your reasonable accommodation request.

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THE CITY OF JERSEY CITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Program Internship: CDBG

The internship is directed as a learning experience that will allow the student to explore an interest in serving the community through grant monitoring, with exposure to what could be a future career path. Intern will provide assistance towards the administration of the Community Development Block Grant (CDBG) program. The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities and to create jobs through the expansion and retention of businesses, such as the Neighborhood Stabilization Program. This grant serves the needs of the low- and moderate-income community within Jersey City, partnering with non-profit groups. Orientation and training is provided. Interns must be available Monday through Friday scheduled for 25-30 hours per week, minimum 20 hours. All Interns report to the Director of Community Development, under the supervision of the CDBG Senior Program Analyst.

Program Internship Duties

Specific duties will be discussed during the interview process and may include the following: report and spreadsheet creation and revision, being able to manipulate data as required, filing and organizing. All assignments are confidential and may involve time-sensitive deadlines. Interns must be very reliable, independent, flexible, eager to learn and highly organized. This position will provide the student with the opportunity to gain hands-on experience in working for city government, with potential opportunities for special projects depending on the Intern’s skills.

Compensation

Internships with the Division of Community Development are not paid, though the student is offered valuable relevant experience. May be used to satisfy academic credit requirements.

Minimum Qualifications: Must be a current college or city college student in good academic standing, enrolled in an accredited two- or four-year college or university. Must have a minimum cumulative grade point average of 2.7 on a 4.0 grade scale or a 3.5 on a 5.0 grade scale.

Preference: Students majoring in Business Administration, Business Management, Communications, Construction, Public Policy, Urban Studies, Sustainable Urban Planning, Political Science, Psychology or a similar field with related coursework. Students in Graduate and Masters program encouraged to apply. Work hours are flexible to meet the needs of the student, however, during the Winter and Spring semester/quarter, student is required to work a minimum of 16 hours per week.

Qualifications

- Desire to work with programs that serve the low- to moderate-income community
- Outgoing and friendly personality, with a professional demeanor
- Ability to work well with diverse group of people
- Strong written and verbal communication skills
- Detail oriented, able to follow directions, and take initiative when needed
- The capability to perform what could be extensive data manipulation is desired
Must be able to handle confidential information with solid judgment and discretion
Ability to write a white paper
Government / non-profit knowledge and experience helpful
Proficient with MS Word, Excel and Internet research (PowerPoint is a plus)

Responsibilities include but not limited to:
Heavy report creation, revision and maintenance
Database creation, maintenance and revision
Perform research connected with grant program administration
Assist with projects as needed
General office support including: data entry, filing, scanning, etc.
Maintain professional appearance and demeanor when interacting with the public and partner agencies
Submit a signed log of hours completed for time worked

Residency Requirement: Not required.

Closing Date: Open until further notice.

Application Process: Interested candidates should send: Current Official Transcript, cover letter, resume and letter of enrollment verification from the school’s registrar/dean confirming current enrollment and grade level will be required at the time of application.

If you are a person with a disability and require a reasonable accommodation in order to participate in the application process, please contact the Department of Community Development. You may be required to provide information to support your reasonable accommodation request.

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THE CITY OF JERSEY CITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Program Internship: CDBG-HIP

The internship is directed as a learning experience that will allow the student to explore an interest in serving the community through grant monitoring, with exposure to what could be a future career path. Interns will provide assistance towards the administration of the Community Development Block Grant - Home Improvement Program (CDBG-HIP) a federally funded grant. The Home Improvement Program (CDBG-HIP) is administered by the Division of Community Development (DCD). This program provides grant funds to eligible low/moderate income homeowners for needed repair and rehabilitation of their homes. This grant serves the needs of the low- and moderate-income community within Jersey City. Orientation and training is provided. Interns must be available Monday through Friday scheduled for 25-30 hours per week, minimum 20 hours. All Interns report to the Director of Community Development under the supervision of the HIP Manager.

Program Internship Duties

Specific duties will be discussed during the interview process and may include the following: database development, organizing files and folders, and modifying reports. Interns must be very reliable, independent, flexible, eager to learn and highly organized. This position will provide the student with the opportunity to gain hands-on experience in working for city government, with potential opportunities for special projects depending on the Intern’s skills.

Compensation

Internships with the Division of Community Development are not paid, though the student is offered valuable relevant experience. May be used to satisfy academic credit requirements.

Minimum Qualifications: Must be a current college or city college student in good academic standing, enrolled in an accredited two- or four-year college or university. Students in Graduate and Masters program encouraged to apply. Must have a minimum cumulative grade point average of 2.7 on a 4.0 grade scale or a 3.5 on a 5.0 grade scale.

Preference: Students majoring in Business Administration, Business Management, Finance, Communications, Construction, Engineering, (Sustainable) Urban Planning and Design, Computer Science, Information Technology, Psychology, Political Science or a similar field with related coursework are encouraged to apply. Work hours are flexible to meet the needs of the student, however, during the Winter and Spring semester/quarter, student is required to work a minimum of 16 hours per week.

Qualifications

- Desire to work with programs that serve the low- to moderate-income community
- Outgoing and friendly personality, with a professional demeanor
- Ability to work well with diverse group of people
- Strong written and verbal communication skills
- Detail oriented, able to follow directions, and take initiative when needed
- Must be able to handle confidential information with solid judgment and discretion.
• Proficient with MS Word, Excel and internet research (PowerPoint is a plus)

Responsibilities include but not limited to:
• Database maintenance and data manipulation
• Report creation, revision and maintenance
• Assist with projects as needed
• Perform research connected with grant program administration
• General office support including: data entry, filing, scanning, etc.
• Maintain professional appearance and demeanor when interacting with the public and partner agencies
• All assignments are confidential and may involve time-sensitive deadlines
• Submit a signed log of hours completed for time worked

Residency Requirement: Not required.

Closing Date: Open until further notice.

Application Process: Interested candidates should send: Current Official Transcript, cover letter, resume and letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level will be required at the time of application.

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THE CITY OF JERSEY CITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Program Internship: CSBG

The internship is directed as a learning experience that will allow the student to explore an interest in serving the community through grant monitoring, with exposure to what could be a future career path. Intern will provide assistance towards the administration of the Community Service Block Grant (CSBG) grant program. This grant helps provide a range of services and activities having a measurable and potentially major impact on the causes of poverty. This grant serves the needs of the low- and moderate-income community within Jersey City, partnering with non-profit groups. Orientation and training is provided. Interns must be available Monday through Friday scheduled for 25-30 hours per week, minimum 20 hours. All Interns report to the Director of Community Development under the supervision of the CDBG/CSBG Senior Program Analyst.

Program Internship Duties

Specific duties will be discussed during the interview process and may include the following: report and spreadsheet creation and revision, being able to manipulate data as required, filing and organizing. All assignments are confidential and may involve time-sensitive deadlines. Interns must be very reliable, independent, flexible, eager to learn and highly organized. This position will provide the student with the opportunity to gain hands-on experience in working for city government, with potential opportunities for special projects depending on the Intern’s skills.

Compensation

Internships with the Division of Community Development are not paid, though the student is offered valuable relevant experience. May be used to satisfy academic credit requirements.

Minimum Qualifications: Must be a current college or city college student in good academic standing, enrolled in an accredited two- or four-year college or university. Must have a minimum cumulative grade point average of 2.7 on a 4.0 grade scale or a 3.5 on a 5.0 grade scale.

Preference: Students majoring in Business Administration, Business Management, Communications, Urban Planning and Design, Public Policy, Political Science, Psychology, Urban Sustainability or a similar field with related coursework. Students in Graduate and Masters program encouraged to apply. Work hours are flexible to meet the needs of the student, however, during the Winter and Spring semester/quarter, student is required to work a minimum of 16 hours per week.

Qualifications

- Desire to work with programs that serve the low- to moderate- income community
- Outgoing and friendly personality, with a professional demeanor
- Ability to work well with diverse group of people
- Strong written and verbal communication skills
- Detail oriented, able to follow directions, and take initiative when needed
- The capability to perform what could be extensive data manipulation is desired
- Must be able to handle confidential information with solid judgment and discretion
- Ability to write a white paper
- Government / non-profit knowledge and experience helpful
- Proficient with MS Word, Excel and Internet research (PowerPoint is a plus)

**Responsibilities include but not limited to:**
- Heavy report creation, revision and maintenance
- Database maintenance with data manipulation
- Perform research connected with grant program administration
- Assist with projects as needed
- General office support including: data entry, filing, scanning, etc.
- Maintain professional appearance and demeanor when interacting with the public and partner agencies
- Submit a signed log of hours completed for time worked

**Residency Requirement:** Not required.

**Closing Date:** Open until further notice.

**Application Process:** Interested candidates should send: Current Official Transcript, cover letter, resume and letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level will be required at the time of application.

If you are a person with a disability and require a reasonable accommodation in order to participate in the application process, please contact the Division of Community Development. You may be required to provide information to support your reasonable accommodation request.

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Program Internship: ESG

The internship is directed as a learning experience that will allow the student to explore an interest in serving the community through grant monitoring, with exposure to what could be a future career path. Intern will provide assistance towards the administration of the Emergency Solutions Grant (ESG) program. The ESG program provides homeless persons with basic shelter and essential supportive services. This grant serves the needs of the low- and moderate-income community within Jersey City, partnering with developers and non-profit groups. Orientation and training is provided. Interns must be available Monday through Friday scheduled for 25-30 hours per week, minimum 20 hours. All Interns report to the Director of Community Development under the supervision of the Grant Manager.

Program Internship Duties
Specific duties will be discussed during the interview process and may include the following: database development, organizing files and folders and modifying reports.

Compensation
Internships with the Division of Community Development are not paid, though the student is offered valuable relevant experience. May be used to satisfy academic credit requirements.

Minimum Qualifications: Must be a current college or city college student in good academic standing, enrolled in an accredited two- or four-year college or university are encouraged to apply. Must have a minimum cumulative grade point average of 2.7 on a 4.0 grade scale or a 3.5 on a 5.0 grade scale.

Preference: Students majoring in Business Administration, Business Management, Communications, Sustainable Urban Planning, Political Science, Psychology or a similar field with related coursework. Students at Graduate and Masters level encouraged to apply. Work hours are flexible to meet the needs of the student, however, during the Winter and Spring semester/quarter, student is required to work a minimum of 15 hours per week.

Qualifications
- Desire to work with programs that serve the low- to moderate- income community
- Outgoing and friendly personality, with a professional demeanor
- Ability to work well with diverse group of people
- Strong written and verbal communication skills
- Detail oriented, able to follow directions, and take initiative when needed
- Must be able to handle confidential information with solid judgment and discretion.
- Proficient with MS Word, Excel and Internet research (PowerPoint is a plus)

Responsibilities include but not limited to:
- Work with team to enhance database management
- Organize and re-organize files, folders and drawers as needed
- Modify reports according to new information supplied by team
- Assist with projects as needed
- Perform research connected with grant program administration
- General office support including: data entry, filing, scanning, etc.
- Maintain professional appearance and demeanor when interacting with the public and partner agencies
- All assignments are confidential and may involve time-sensitive deadlines
- Submit a signed log of hours completed for time worked

**Residency Requirement:** Not required.

**Closing Date:** Open until further notice.

**Application Process:** Interested candidates should send: Current Official Transcript, cover letter, resume and letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level will be required at the time of application.

If you are a person with a disability and require a reasonable accommodation in order to participate in the application process, please contact the Division of Community Development. You may be required to provide information to support your reasonable accommodation request.

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Program Internship: HOME

The internship is directed as a learning experience that will allow the student to explore an interest in serving the community through grant monitoring, with exposure to what could be a future career path. Interns will provide assistance towards the administration of the HOME Investment Partnerships Program/Golden Neighborhood Program (GNHP) federally funded grants. The Home Investment Partnerships grant is the largest Federal block grant to State and local governments designed exclusively to create affordable housing for low-income households. The program is designed to reinforce several important values and principles of community development, such as empowering people and communities to design and implement strategies tailored to their own needs and priorities, and expanding and strengthening partnerships among all levels of government and the private sector in the development of affordable housing. This grant serves the needs of the low- and moderate-income community within Jersey City, partnering with developers and non-profit groups. Orientation and training is provided. Interns must be available Monday through Friday scheduled for 25-30 hours per week, minimum 20 hours. All Interns report to the Director of Community Development under the supervision of the HOME Real Estate Officer.

Program Internship Duties

Specific duties will be discussed during the interview process and may include the following: database development, organizing files and folders, and modifying reports. Interns must be very reliable, independent, flexible, eager to learn and highly organized. This position will provide the student with the opportunity to gain hands-on experience in working for city government, with potential opportunities for special projects depending on the Intern’s skills.

Compensation

Internships with the Division of Community Development are not paid, though the student is offered valuable relevant experience. May be used to satisfy academic credit requirements.

Minimum Qualifications: Must be a current college or city college student in good academic standing, enrolled in an accredited two- or four-year college or university are encouraged to apply. Must have a minimum cumulative grade point average of 2.7 on a 4.0 grade scale or a 3.5 on a 5.0 grade scale.

Preference: Students majoring in Business Administration, Business Management, Communications, Construction, Urban Planning, Public Policy, Political Science, Computer Science, Information Technology, Psychology, Urban Sustainability, Accounting, or a similar field with related coursework. Students in Graduate and Masters program encouraged to apply. Work hours are flexible to meet the needs of the student, however, during the Winter and Spring semester/quarter, student is required to work a minimum of 16 hours per week.

Compensation

Internships with the Division of Community Development are not paid, though the student is offered valuable relevant experience. This will allow the student to explore areas of interest in serving the
community in a positive and vital way, with the exposure to what could be a future career path. The 
internship is directed as a community learning experience.

Qualifications

- Desire to work with programs that serve the low- to moderate- income community
- Outgoing and friendly personality, with a professional demeanor
- Ability to work well with diverse group of people
- Strong written and verbal communication skills
- Detail oriented, able to follow directions, and take initiative when needed
- Must be able to handle confidential information with solid judgment and discretion.
- Proficient with MS Word, Excel and Internet research (PowerPoint is a plus)

Responsibilities include but not limited to:

- Report creation, revision and maintenance
- Work with team to enhance database management
- Organize and re-organize files, folders and drawers as needed
- Modify reports according to new information supplied by team
- Assist with projects as needed
- Perform research connected with grant program administration
- General office support including: data entry, filing, scanning, etc.
- Maintain professional appearance and demeanor when interacting with the public and partner 
  agencies
- All assignments are confidential and may involve time-sensitive deadlines
- Submit a signed log of hours completed for time worked

Residency Requirement: Not required.

Closing Date: Open until further notice.

Application Process: Interested candidates should send: Current Official Transcript, cover letter, resume 
and letter of enrollment verification from the school’s registrar/dean confirming current enrollment and 
grade level will be required at the time of application.

If you are a person with a disability and require a reasonable accommodation in order to participate in 
the application process, please contact the Division of Community Development. You may be required 
to provide information to support your reasonable accommodation request.

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THE CITY OF JERSEY CITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
Program Internship: HOPWA

The internship is directed as a learning experience that will allow the student to explore an interest in serving the community through grant monitoring, with exposure to what could be a future career path. Interns will provide assistance towards the administration of the Housing Opportunities for People With AIDS Program (HOPWA) federally funded grant. The Housing Opportunities for Persons with AIDS Program provides housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families. This grant serves the needs of the low- and moderate-income community within Jersey City, partnering with non-profit groups. Orientation and training is provided. Interns must be available Monday through Friday scheduled for 25-30 hours per week, minimum 20 hours. All Interns report to the Director of Community Development under the supervision of the HORP Manager.

Program Internship Duties

Specific duties will be discussed during the interview process and may include the following: database development, organizing files and folders, and modifying reports. Interns must be very reliable, independent, flexible, eager to learn and highly organized. This position will provide the student with the opportunity to gain hands-on experience in working for city government, with potential opportunities for special projects depending on the Intern's skills.

Compensation

Internships with the Division of Community Development are not paid, though the student is offered valuable relevant experience. May be used to satisfy academic credit requirements.

Minimum Qualifications: Must be a current college or city college student in good academic standing, enrolled in an accredited two- or four-year college or university. Must have a minimum cumulative grade point average of 2.7 on a 4.0 grade scale or a 3.5 on a 5.0 grade scale.

Preference: Students majoring in Business Administration, Business Management, Communications, Urban Studies, (Sustainable) Urban Planning and Design, Public Policy, Political Science, Computer Science, Information Technology, Psychology or a similar field with related coursework. Students in Graduate and Masters program encouraged to apply. Work hours are flexible to meet the needs of the student, however, during the Winter and Spring semester/quarter, student is required to work a minimum of 16 hours per week.

Qualifications

- Desire to work with programs that serve the low- to moderate- income community
- Outgoing and friendly personality, with a professional demeanor
- Ability to work well with diverse group of people
- Strong written and verbal communication skills
- Detail oriented, able to follow directions, and take initiative when needed
- Must be able to handle confidential information with solid judgment and discretion.
• Proficient with MS Word, Excel and internet research (PowerPoint is a plus)

Responsibilities include but not limited to:
• Create and maintain database for services provided by non-profits
• May attend City and County meetings around HIV, Continuum of Care and Homeless
• For capacity building: work with non-profits, to look into development, outside of HUD, to assess and address their resource needs (through "in kind", training, etc.) to better serve clients
• Perform research connected with grant program administration
• Assist with projects as needed
• General office support including: data entry, filing, scanning, etc.
• Maintain professional appearance and demeanor when interacting with the public and partner agencies
• All assignments are confidential and may involve time-sensitive deadlines.
• Submit a signed log of hours completed for time worked

Residency Requirement: Not required.

Closing Date: Open until further notice.

Application Process: Interested candidates should send: Current Official Transcript, cover letter, resume and letter of enrollment verification from the school's registrar/dean confirming current enrollment and grade level will be required at the time of application.

If you are a person with a disability and require a reasonable accommodation in order to participate in the application process, please contact the Division of Community Development. You may be required to provide information to support your reasonable accommodation request.

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The Internship is directed as a learning experience that will allow the student to explore an interest in serving the community in a positive and vital way through financial monitoring, with exposure to what could be a future career path. Intern will provide assistance towards the administration of Community Development Block Grant (CDBG), Community Service Block Grant (CSBG), Home Owner Rehabilitation Program (HORP), Housing Opportunities for Persons with AIDS (HOPWA) and Emergency Solutions Grant (ESG) programs. These grants serve the needs of the low and moderate-income community within Jersey City, collaborating with non-profit groups. Orientation and training is provided. Interns must be available Monday through Friday schedule for 25-30 hours per week, minimum 20 hours. All interns report to the Director of Community Development under the supervision of the Senior Auditor.

Program Internship Duties
Specific duties will be discussed during the interview process and may include the following: Spreadsheet creation and revision, updating databases and General Ledger review and analysis. Reviewing, analyzing the divisions Financial Dashboard Reporting system to help forecast financial health of the division. All assignments are confidential and may involve time-sensitive deadlines. Interns must be very reliable, independent, flexible, eager to learn and highly organized. This position will provide the student with the opportunity to gain hands-on experience in working for city government, with potential opportunities for special projects depending on the Intern’s skills.

Compensation
Internships with the Division of Community Development are not paid, though the student is offered valuable relevant experience. The program may be used to satisfy academic credit requirements. The division will work closely with the University to ensure compliance on its specific requirements.

Minimum Qualifications
Must be a current college or city college student in good academic standing, enrolled in an accredited two or four year college or university. Must have a minimum cumulative grade point average of 2.7 on a 4.0 grade scale or a 3.5 on a 5.0 grade scale.

Preference
Students majoring in Accounting, Finance, Business Administration, Business Management, Computer Science, Information Technology or a similar field with related coursework. Students in Graduate and Master’s program are encouraged to apply. Work hours are flexible to meet the needs of the student, however, during the winter and spring semester/quarter, students are required to work a minimum of 16 hours per week.
Qualifications

- Facility for numbers
- Basic understanding of the Generally Accepted Accounting Principles (GAAP)
- Basic Accounting Knowledge
- Basic understanding in Financial Modeling, Forecasting and any other finance knowledge
- Advanced knowledge of Excel
- Comfortable with performing simple accounting functions
- Interested in learning database use for HUD Financial Progressing
- Detail oriented, able to follow directions, and take initiative when needed
- Must be able to handle confidential information with solid judgment and discretion
- Understanding of compliance, auditing procedures is helpful

Responsibilities include but not limited to

- Database maintenance; heavy excel inputting into the Financial Dashboard of the Division
- Account posting and reconciliation
- Voucher processing
- General Ledger review and journal entries for adjustments
- Perform research in files
- Assist with projects as needed
- General office support including data entry, filing, scanning, etc.
- Maintain professional appearance and demeanor when interacting with the public and partner agencies
- All assignments are confidential and may involve time sensitive deadlines
- Submit a signed log of hours completed for time worked

Closing Date: Open until further notice

ALL REFERENCES TO POLITICAL SPONSORSHIP OF RECOMMENDATIONS MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT

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