



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

**Title:** Geographic Information Systems Specialist Intern

**Posting Number:** DOIT-2024-1i

**Opening Date:** 2/14/2024

**Closing Date:** 3/29/2024

**Approximate Start Date of Internship:** Summer 2024

**Approximate Duration of Internship:** 8-12 weeks

**Vacancies:** 1

**Location:** Trenton NJ

**Program:** Division of Information Technology (DOIT) - Bureau of Geographic Information Systems

**Internship Hours Per Week:** Fully in-person 20-25 hours per week

**Hourly Rate:** Sliding scale based on education level (\$16-\$21 per hour)

**Program Description:** The Bureau of GIS provides oversight and administration for the NJDEP GIS computer system. This includes technical assistance to programs, web application development, field data collection, and spatial data development, management, and distribution.

**Project Description:** DEP has more than 30 online permit applications. All the data submitted through the applications are saved in an Oracle database. Some of the most important fields are x and y coordinates. These coordinates must be entered into the database when missing, and corrected when inaccurate.

**Specific to the Position:** The intern will use GIS tools built in Pega to view and correct coordinates in the database. In some cases, additional research will be needed to determine the correct coordinates. Additional tasks could include serving on the GIS Help Desk and digitizing historic wetlands basemaps.

**Preferred/Required Area of Study:** Entry level knowledge of GIS. A background in geography, planning or environmental science is preferred.

**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://www.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](mailto: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](mailto: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. Accommodations under ADA will be provided upon request.**

