

RIPPAC Internship Guide – Summer 2025

Please complete and EMAIL to: **RIPPAC@rowan.edu**

Name of Company / Association / Organization NJ Department of Community Affairs ("DCA")

Internship Coordinator Douglas Petix Coordinator's Phone / Email 732.857.4015 / douglas.petix@dca.nj.gov

Location of Main Office 101 South Broad Street, Trenton, NJ # of Summer 2025 Interns Accepted 15

Where will the internship be done?

X In the main office Remotely (student works from home) Combo At-home & In-Office

Dates / Length of Summer 2025 Internship 5/19/25 – 8/15/25 Required Hours/Week 30-35 hours/week

Is there some type of salary or stipend? Yes If so, how much? \$20/hr. Undergraduate Student; \$23/hr. Graduate Student

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

Candidates will submit a cover letter describing why they are interested in a career in government service, along with a current resume, and three (3) references to Douglas Petix (douglas.petix@dca.nj.gov) by April 30, 2025.

Intern work areas: Clerical X Research X Errands Organizing X

Please explain the work that will be required of the intern: The DCA Government Internship Initiative offers a number of opportunities in a number of different Divisions throughout the Department which will try to utilize the academic expertise of the student while providing the student with a "real life" application of their field of study. Please refer to the attached DCA Government Internship Initiative Program Description for the individual internships available.

Will there be opportunities for the intern to observe:

Internal strategy sessions? X Legislative sessions? Committee hearings?

Is the intern expected to work evenings and weekends? If so, please explain. No

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

Please refer to the attached DCA Government Internship Initiative Program Description for the benefits of the program and the responsibilities of the student.



State of New Jersey
Governor's Office Internship Program
Department of Community Affairs ("DCA") Government Internship Initiative

Summer 2025

Objective of the Department of Community Affairs Government Internship Initiative:

- To encourage talented and motivated college students at accredited colleges or universities with a major course of study in accounting, business administration, finance, economics, pre-law, urban planning, urban policy, political science, public policy, computer science, disaster recovery or an equivalent curriculum to consider careers in State government by:
 - Providing the student with insight into the practical aspects of various governmental units' operations through observing and participating in day-to-day activities.
 - Learning and participating in governmental management activities to assist in determining if the profession or occupation selected is compatible with the student's personal goals.
 - Making academic work more meaningful for the student through observing the practical application of principles and the exchanging of information with practitioners.
 - Introducing the student to the rewards of working in the public sector to improve the quality of life for the residents of the community.

Benefits of the Internship:

- The internship program will begin to provide the Department of Community Affairs with a potential talent pool from which to hire upon graduation.
- The student is thoroughly exposed to established employer practices while they are still at a formative level to improve their social and professional skills in a "real world" setting.

Length of the Internship:

The summer internship program anticipates that students will work approximately 35 hours per week in an internship assignment beginning mid-May until mid-August.

Compensation:

Although the internship's primary objective is to provide the student with practical education and experience, students participating in the internship program will receive the following compensation (unless this compensation conflicts with university/college program requirements):

Undergraduate Students	\$20.00 per hour
Graduate Students	\$23.00 per hour

Assignments:

All assignments will be within the Department of Community Affairs, 101 South Broad Street, Trenton - After an In-House Orientation Program, depending on the needs of the various Divisions within the Department of Community Affairs, the internship assignments may include, but are not limited to, internships assignments within the Division of Local Government Services, Division of Codes and Standards, Information Technology, the Office of Information Policy, and the Urban Enterprise Zone Authority. **Please refer to Attachment A of this document for greater detail of internship positions by Division.**

Academic Credit:

College internships may grant credit toward a degree completion and the granting of credit depends on the student's academic institution. The Department of Community Affairs will make every attempt possible to adhere to the requirements of the academic institution so that the student will receive academic credit, when applicable, but participation in the internship does not guarantee the student credit from their academic institution. **It is the student's responsibility to request and obtain credit from their academic institution, if applicable.**

Selection Eligibility:

Preference will be given to Graduate Students and Undergraduate Students who are in their Junior or Senior Year of study, but Freshmen and Sophomores are welcome to apply. In addition, preference will be given to students who indicate that they are open to the possibility of a career in government.

Selection Process:

Students will apply to the State of New Jersey Department of Community Affairs

- **Candidates will submit a cover letter describing why they are interested in a career in government service, along with a current resume, and three (3) references to Douglas Petix (douglas.petix@dca.nj.gov) by April 30, 2025. Extensions may be granted if requested by the academic institution because of the institution's internship program requirements, if applicable.**
- Candidates will be evaluated or screened based on the information submitted and may be asked to participate in a short virtual interview via Teams.
- We reserve the right to interview and select successful candidates as applications are received.

Responsibilities of the Student:

The student selected for the internship, as a condition of participation, is required to adhere to the following:

- The student is expected to comply with all pertinent university rules and regulations and all policies, rules, and regulations of the Department of Community Affairs.
- **Submit bi-weekly timesheets detailing their time worked along with assignment reports to their Intern Coordinator.** If the student is requesting academic credit, the assignment reports will be prepared in conformity with the academic institution's requirements.
- If requested, prepare a short presentation at the completion of the internship which includes:
 - A summary of the assignments they completed during the internship program, and whether the internship satisfactorily met their expectations and utilized aspects of their academic background.
- Observe regular attendance and punctuality on the job.
- Be cooperative and conduct oneself in a professional and responsible manner.
- Dress appropriately for an office environment (business casual).
- **Adhere to a Code of Confidentiality with respect to financial and other information to which they may be exposed.**
- Maintain a positive and cooperative attitude toward the work assignments.
- **Assume responsibility for travel to and from their assignment including parking expenses, when applicable. It is required that the student will have access to a vehicle or public transportation to the Department of Community Affairs Office in Trenton.**

Attachment A – Listing of Department of Community Affairs Internships by Division

Division of Local Government Services

Overview:

The Division of Local Government Services ("DLGS") serves as an advocate for local government interests. DLGS provides technical and financial assistance in budgeting, financial reporting, joint services, purchasing, and management issues. Most importantly, however, it is responsible for the financial integrity of all local government units. DLGS reviews and approves all municipal, county and fire district budgets and reviews many local government financial actions and governs and guides the conduct of local government officials.

The Local Finance Board in the Division of Local Governmental Services has the statutory responsibility for promulgating rules and regulations on the fiscal operations and fiscal reporting, as well as, overseeing the fiscal condition of all New Jersey municipalities, counties, local authorities and special districts.

The Local Finance Board is also responsible for the administration of the Local Government Ethics Law. Annual Financial Disclosure Statements for local officials, minimum ethical standards for local government employees, investigation of complaints and the issuance of advisory opinions all fall within the purview of the Board.

As part of its broader mission, the DLGS is renewing its partnership with municipalities to cultivate best practices in government and to support local best efforts with the State's comprehensive network of available resources. The Division provides high-level technical assistance through comprehensive management consulting services to local government agencies utilizing experienced local government professionals and data-driven analytics at no cost to local agencies.

Potential Areas of Internship for Students with the following Academic Majors: Accounting; Business Administration; Law and Justice; Political Science; Pre-Law; Public Policy.

Position 1: Local Finance Board

Working with the Executive Secretary of the Local Finance Board, the intern would assist in researching pertinent information required by the Local Finance Board to evaluate applications presented to the Board for their approval. The intern would also be involved in researching ethics complaints that are filed with the Local Finance Board.

Position 2: Administrative Services Unit

Working with the DLGS Staff, the intern would assist in the monitoring of grant awards provided to local governmental entities to ensure compliance with the grant specifications. The grant programs include the American Rescue Plan Firefighter Grant Program, which will help local and regional fire departments in New Jersey provide first responders with proper protective and cleaning equipment and the Local Recreation Improvement Grant, a competitive grant that supports improvement and repair of public-school recreational facilities including local parks, municipal recreation centers, and local stadiums.

Division of Codes and Standards

Overview:

The Division of Codes and Standards is a regulatory agency which establishes and enforces building codes, in partnership with the State's municipalities, to protect the health and safety of New Jersey residents. The Division enforces the Hotel and Multiple Dwelling Law; the Uniform Construction Code (implementing the building, plumbing, electrical, fire protection, energy, mechanical, one- and two-family dwelling, fuel gas, rehabilitation, barrier-free, asbestos, radon, playground safety and elevator subcodes), and lead hazard abatement. It oversees Residential Site Improvement Standards, carnival and amusement ride inspections, liquefied petroleum gas (LPG) installations, rooming and boarding house licensing, and the State's Planned Real Estate Development and New Home Warranty programs.

Potential Areas of Internship for Students with the following Academic Majors: Architecture; Construction Project Management; Criminal Justice; Engineering; Law and Justice; Political Science; Pre-Law; Public Policy; Urban Design; Urban Planning.

Position 1: Director's Office – Code Development Unit - Residential Site Improvement Standards

Interns would review proposed amendments received from New Jersey Future (the nonprofit, nonpartisan organization that promotes sensible and equitable growth, redevelopment, and infrastructure investments to foster healthy, strong, resilient communities) regarding the Streets and Parking Subchapter of the Residential Site Improvement Standards. Interns would also analyze and research changes that could be made to the subchapter and provide a draft of potential proposed changes to supervisory staff.

Position 2: Bureau of Homeowner Protection - New Home Builder and New Home Warranty Regulations

Interns would review and propose draft changes to the New Home Builder and New Home Warranty Program Regulations and/or review and propose draft changes to the Planned Real Estate Development Full Disclosure Act Regulations.

Position 3: Office of Regulatory Affairs ("ORA")

Interns would be exposed to investigative processes, interview techniques, report writing, and research methods to collect evidence in administrative cases.

Interns would have firsthand account of the implementation and writing of legal notices, Orders, and scheduling hearings with the Office of Administrative Law.

Interns would see real world applications of the adopted subcodes (building; electrical; energy; fire protection; mechanical; plumbing) to new and existing buildings by visiting active construction sites during the investigation process. Interns would learn how the New Jersey Rehabilitation Subcode is applied to existing structures in the State.

The Office of Information Privacy

Overview

The mission of the Department of Community Affairs Office of Information Privacy ("OIP") is to carry out the mandate of Daniel's Law: to work with State, county, and local government agencies to shield the protected information of Covered Persons as the law defines them from disclosure on those agencies' websites, so that consistent and effective privacy protections are provided to these Persons, who serve the people of the State of New Jersey.

Potential Areas of Internship for Students with the following Academic Majors: Communication; Criminal Justice; Law and Justice; Pre-Law; Political Science; Public Policy

The intern would assist with an internal project formatting Covered Persons' addresses so that they are consistent throughout the portal. This project would benefit the OIP by making the addresses in our system more accurate and it would benefit redactors at the state, county, and municipal level by enabling them to protect that confidential information more efficiently.

Information Technology

Overview

The New Jersey Department of Community Affairs (NJDCA) Information Technology office plays a vital role in managing and supporting the technological framework that underpins the department's operations. The office is responsible for the implementation and maintenance of IT systems, ensuring they are both secure and efficient to meet the agency's objectives. A significant aspect of its duties involves project management, where the office coordinates and oversees IT projects from inception through completion, ensuring they are delivered on time and within budget. This involves planning, resource allocation, risk management, and facilitating communication among stakeholders to align projects with departmental goals. Additionally, the IT office manages the help desk function, providing essential technical support to department employees. This includes troubleshooting and resolving issues reported through level one and level two tickets, ensuring minimal disruption to daily operations. The office also develops and maintains software applications critical to various departmental functions, continually seeking ways to enhance service delivery through technological advancements. Furthermore, it is tasked with safeguarding data and network security, implementing robust protocols to protect sensitive information and prevent unauthorized access. Through these comprehensive responsibilities, the NJDCA Information Technology office ensures the department is technologically equipped to effectively serve New Jersey's communities and maintains its status as a leader in technological innovation among state agencies.

Potential Areas of Internship for Students with the following Academic Majors: Computer Science

Position 1 - The intern would provide software application maintenance of NJDCA's Utility Assistance programs within the Division of Housing & Community Resources. These programs support low-income residents with benefits to help cover home energy bills as well as other services such as Weatherization and Lead remediation.

The intern would provide standard maintenance like creating and modifying accounts as well as investigating any processing errors and providing code review and enhancements. Additionally, the intern would gain exposure to network and security protocols, contributing to the agency's cybersecurity efforts by observing and assisting with the implementation of security measures. The role would also include supporting the help desk function, where the intern would address level one tickets, resolving basic technical issues, and providing first-line support to end users. Through these activities, the intern would develop a comprehensive understanding of IT operations in a governmental context, learning development work along with essential network, security, and support responsibilities.

Position 2 - The intern would engage in a variety of tasks to support the agency's technological infrastructure and operations. The intern would develop and customize applications within Microsoft's Power Platform, learning to integrate it with other software solutions and explore other programming languages to enhance their development skills. Additionally, the intern would gain exposure to network and security protocols, contributing to the agency's cybersecurity efforts by observing and assisting with the implementation of security measures.

The intern would support the help desk function, resolving basic technical issues, and provide first-line support to end users. Through these activities, the intern would develop a comprehensive understanding of IT operations in a governmental context, learning development work along with essential network, security, and support responsibilities.

Position 3 - Focusing on project management, the intern would engage in a range of responsibilities aimed at supporting the department's IT projects and operations. The intern would assist in coordinating project activities, tracking progress, and ensuring timely communication between stakeholders. They would participate in meetings; help prepare project documentation, learn about resource allocation, and risk management. Additionally, the intern would gain exposure to network and security protocols, observing and assisting with tasks related to maintaining the integrity and security of the department's IT infrastructure. Additionally, the intern would gain exposure to network and security protocols, contributing to the agency's cybersecurity efforts by observing and assisting with the implementation of security measures. The intern would support the help desk function, resolving basic technical issues, and providing first-line support to end users. Through these activities, the intern would develop a comprehensive understanding of IT operations in a governmental context, learning development work along with essential network, security, and support responsibilities.

Urban Enterprise Zone Authority

Overview:

New Jersey's Urban Enterprise Zone ("UEZ") Authority, an affiliate of the Department of Community Affairs, exists to foster an economic climate that revitalizes designated urban communities and stimulates their growth by encouraging businesses to develop and create private sector jobs through public and private investment.

The UEZ has a dedicated funding source for local economic development through the imposition of the State sales tax. As the incentive exists today, these State sales tax funds are deployed in UEZ communities to promote economic development by allowing local businesses and consumers within a UEZ to pay less in State sales tax.

The UEZ Program offers participating businesses incentives that encourage business growth and stimulate local economies. Over 6,700 certified UEZ businesses participate and benefit from the advantages of the program.

The Urban Enterprise Zone Authority is focused on the certification and recertification process of UEZ businesses, including reviews of required annual reporting.

Potential Areas of Internship for Students with the following Academic Majors: Accounting; Architecture; Business Administration; Construction; Engineering; Project Management; Public Policy; Urban Design; Urban Planning.

Position 1 - The intern would review applications submitted from participating UEZ municipalities for use of the dedicated funds to promote economic development and job creation in areas in need of economic revitalization. The intern will assist with the certification and re-certification of UEZ businesses that are operating within the UEZ.

Position 2 - The intern would audit the reimbursement requests from UEZ municipalities to ensure compliance with the award specifications and other program requirements prior to the distribution of UEZ funds to the municipalities. This function may require the intern to join staff in making on-site visits to the UEZ municipality, if deemed appropriate.

Division of Fire Safety

Overview

The Division of Fire Safety is responsible for the administration and enforcement of the State's Fire Codes, as well as for implementing public education, firefighter training programs and numerous other statewide fire safety programs.

Potential Areas of Internship for Students with the following Academic Majors: Criminal Justice; Emergency Management; Fire Investigation; Fire Prevention; Fire Science; Law and Justice; Public Administration.

Position 1: Bureau of Fire Department Services – Community Risk Reduction

An overview of National Fire Incident Reporting System (NFIRS) will be provided to assist the Interns in their tasks. Interns will be given a topic on which they will conduct a Fire Analysis or Intelligence Dissemination Report. The topics to choose from include School Fires, Civilian Burns, Fatal Fires, Fire Incidents related to Covid-19, and Fire Incident Reporting Systems. Experimental fire data will be provided, and they will research live data as well.

Position 2: Bureau of Code Enforcement

Interns will work with Fire Inspectors on the issuance of a variety of permits for specified activities listed under the State Regulations related to activities located in state enforced municipalities and state properties. Intern will learn the Life Hazard Use Registration System used within the Division to collect and disburse funds to local agencies enforcing the State's Fire Codes and Regulations.

Division of Disaster Recovery and Mitigation

Overview

The Division of Disaster Recovery and Mitigation ("DRM") promotes the long-term resilience of New Jersey's communities by supporting initiatives to fortify housing, businesses, and infrastructure against severe weather events and flooding damage. Such initiatives include the Mitigation Assistance Program, which provides homeowners in flood-prone communities with funds to elevate their homes out of harm's way, and the Atlantic City Resilience Program, a joint effort with the City of Atlantic City to strengthen the city's infrastructure and public buildings to guard against repetitive flooding.

The Division is the Responsible Entity for the more than \$377 million in federal funds the State of New Jersey received to assist in recovery from Hurricane Ida and the more than \$4 billion in federal funds the State received for Superstorm Sandy recovery. These funds come from the Community Development Block Grant Disaster Recovery (CDBG-DR) program of the U.S. Department of Housing and Urban Development and have been used to create Ida and Sandy recovery programs.

The Division is also the grant manager for the Coronavirus State Fiscal Recovery Fund (SFRF) and the Coronavirus Capital Projects Fund, allocated to New Jersey through the American Rescue Plan Act. SFRF monies are designed to help address the COVID-19 public health emergency and its effects on the economy. SFRF accounts for approximately \$6.2 billion of the COVID-19 portfolio. The Capital Projects Fund provides the State with an additional \$195 million to ensure that all communities have access to modern infrastructure. The Division is responsible for overseeing the allocation of this funding and ensuring it meets all U.S. Treasury requirements.

Potential Areas of Internship for Students with the following Academic Majors: Construction; Disaster Preparedness and Emergency Management; Engineering; Project Management; Public Policy; Public Administration.

Position 1: Grants Management / Tenant Based Rental Assistance / Housing Counselling

- Scheduling meetings, meeting minutes
- Coordinating system access requests for contracted entities
- Provide systems trainings for the systems utilized in the department
- Uploading / attaching documentation into various DRM systems
- Updating records in DRM's systems

Position 2: Leadership Trainee

- Coordinate with meeting attendees and prepare materials
- Take meeting minutes
- Follow up with meeting stakeholders
- Provide creative problem-solving recommendations

Position 3: Construction/Grant Support

- Input and update data related to construction projects in system of record
- Assist in the maintenance and analysis of project documentation, including contracts, invoices, and project schedules
- Collaborate with construction managers and generate reports
- General research and accessing public records
- Construction, design, or engineering experience a plus. Basic construction concepts and verbiage helpful in assisting with administrative duties and grant support