



GOV. CHRIS CHRISTIE | LT. GOV. KIM GUADAGNO | DIR. CHRIS RODRIGUEZ

**NJOHSP****OFFICE OF HOMELAND SECURITY AND PREPAREDNESS*****2016 SUMMER INTERNSHIP PROGRAM OPPORTUNITY***

The New Jersey Office of Homeland Security and Preparedness (OHSP) offers Internships to a select group of applicants. These are full-time, unpaid internships located in either our Hamilton, West Trenton or Newark office. The summer internship program runs from May 31, 2016 through July 22, 2016. The application package must be submitted by April 1, 2016.

**Program Requirements*****Students must:***

- currently be enrolled full-time in an accredited college or university;
- have completed a minimum of 24 college credits;
- include a writing sample (not to exceed 500 words), resume, and cover letter discussing why you wish to intern for OHSP with their completed application; a letter of recommendation is optional;
- undergo a Level 1 background investigation check;
- be available to work Monday through Friday, 8 hours per day, during the above-referenced time period.

**Program Highlights*****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;
- have the opportunity to earn college credits, gain valuable work experience, and brief OHSP staff on the work they did over the course of the internship.



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**INTERNSHIP APPLICATION**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

**Current Address:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ County (if NJ) \_\_\_\_\_

College/University currently enrolled in: \_\_\_\_\_

Highest Academic Year Completed: \_\_\_\_\_

Major: \_\_\_\_\_ Minor: \_\_\_\_\_

GPA: \_\_\_\_\_ Expected Month/Year of Graduation: \_\_\_\_\_

Number of credits to be received through this internship: \_\_\_\_\_



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College/University Internship Requirements:

Area(s) you would be interested in working during your internship – choose up to 3. All located in Mercer County unless otherwise noted below:

**Analysis Bureau:** Produces accurate, timely, and actionable intelligence analysis that aims to detect and deter terrorist activity in New Jersey.

**Collection & Dissemination Bureau:** Protects New Jersey communities and infrastructure by providing residents, the private sector, and all levels of law enforcement with targeted information that addresses all hazards.

**Communications Office:** Charged with engaging internal and external stakeholders to enhance the visibility and public awareness of OHSP's programs and initiatives.

**Grants Management Bureau:** Charged with the efficient and effective management and administration of federal and state homeland security grant funding to enhance New Jersey's capability to prevent, protect, respond, and recover from acts of terrorism and other catastrophic incidents.

**Infrastructure Protection & Training Bureau:** Responsible for developing, administering, and coordinating training and exercises for Homeland Security and Preparedness stakeholders, while supporting the protection, preparedness and resiliency of New Jersey's critical infrastructure and key resources through the implementation of the National Infrastructure Protection Plan (NIPP) in cooperation with federal, state, local and private sector partners.

**Interoperable Communications Bureau (Newark, NJ):** Responsible for managing and implementing the Broadband Technology Opportunities Program (BTOP) and JerseyNet – a mobile, deployable, and interoperable public safety broadband network for public safety first responders. Key partners are OHSP, the New Jersey Office of Information Technology, and the New Jersey State Police.

**Mission Performance Bureau:** Charged with creating measures, metrics, and collecting data to quantitatively and qualitatively assess the volume and quality of OHSP's work output.



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**New Jersey Cybersecurity and Communications Integration Cell:** Within NJOHSP's Cybersecurity Division, the New Jersey Cybersecurity and Communications Integration Cell (NJCCIC) is the State's one-stop shop for cybersecurity information sharing, threat analysis, and incident reporting, bringing together analysts and engineers to promote statewide awareness of local cyber threats and widespread adoption of best practices.

**Operations Bureau:** Detects and deters terrorist activity in New Jersey through intelligence collection and law enforcement strategies.

**Preparedness Bureau (Newark, NJ):** Monitors, researches, and analyzes relevant homeland security trends to implement strategic recommendations for enhancing the State's overall preparedness.

Relevant college courses (minimum of 1):

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Skills you possess:

\_\_\_\_\_ Accounting/Finance

\_\_\_\_\_ Computer/Technical

List: \_\_\_\_\_

\_\_\_\_\_ Public Speaking

\_\_\_\_\_ Research/Writing

\_\_\_\_\_ Statistics

\_\_\_\_\_ Other

Describe: \_\_\_\_\_



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Days and hours (i.e. 9:00 am to 5:00 pm) available:

\_\_\_\_\_ Monday \_\_\_\_\_ Hours

\_\_\_\_\_ Tuesday \_\_\_\_\_ Hours

\_\_\_\_\_ Wednesday \_\_\_\_\_ Hours

\_\_\_\_\_ Thursday \_\_\_\_\_ Hours

\_\_\_\_\_ Friday \_\_\_\_\_ Hours



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**College/University Internship Coordinator:**

Name (Print): \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Intern:**

Name (Print) \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

With this completed\* application, please include a cover letter discussing why you wish to intern with OHSP, resume, and writing sample (less than 500 words); a letter of recommendation is optional.

Return completed package to Janne Tomecheck, NJ Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 or email to [careers@njohsp.gov](mailto:careers@njohsp.gov).

\*Please note incomplete application packages will not be considered for an internship.