



**CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES**

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



**Job Opening
Internship**

Job Opening: Internship

Department: Housing, Economic Development, & Commerce

Division: Construction Code

Exempt/Non-Exempt: N/A

Union/Management: N/A

Full-Time/Part-Time/Seasonal: Seasonal Internship

Workweek: up to 19 hours / Flexible Hours

Salary: The City of Jersey City is offering compliance with satisfying college credit.

The City of Jersey City is looking for an Intern who will assist the Division of Construction Code with data entry and record keeping, organizing the office to better assist the public. The Intern will have the opportunity to learn the essentials of Construction Code Official and sharpen their professionals' skills as they enter the workforce. To learn more about the Division of Construction Code, click [here](#).

Job Duties:

- Assist the Division's records clerk
- Converts physical records into electronic files
- Data entry and maintains essential records and files.
- Remove and dispose of outdated files and/or materials
- Answers incoming calls for the Division
- Lifting plans and boxes as needed, up to 15 lbs.
- Perform similar duties as assigned.

Requirements:

- High School Diploma / GED
- New Jersey resident
- NJ valid Drivers License
- Currently Enrolled in College or University.

To apply for this internship with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by NJ First Act.