



**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:** Housing Preservation

**Exempt/Non-Exempt:** N/A

**Union/Management:** N/A

**Full-Time/Part-Time/Seasonal:** Seasonal

**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 Housing Preservation 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 Housing Preservation and sharpen their professionals' skills as they enter the workforce.

To learn more about the important work our Housing Preservation team is accomplishing [please visit our website.](#)

**Job Duties:**

- Converts physical records into electronic files
- Submits physical files to the State for approved destruction
- Data entry and maintains essential records and files.
- Creates case folders
- Answers incoming calls for the Division
- Perform similar duties as assigned.

**Requirements:**

- High School Diploma / GED
- New Jersey resident
- 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.**



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