

RIPPAC Spring / Summer Internship Guide – 2026

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

Name of Office / Association / Organization New Jersey Office of Emergency Management (NJOEM)

Internship Coordinator N/A Coordinator's Phone / Email N/A

Main Office Address NJ State Police Headquarters – West Trenton, NJ, 08628 (but multiple locations throughout NJ)

Spring 2026 Internship? Y **N** # of Open Intern Positions for Spring 2026 N/A

Summer 2026 Internship **Y** N # of Open Intern Positions for Summer 2026 N/A

Where will the internship be done?

X Office (In-person) ___ Remote (Student works from home) ___ Hybrid

Dates / Length of Internship 4 months Required Hours/Week 120 hours/week (2-3 times/week requested)

Is there a salary or stipend? Y N If so, how much? N/A

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

Visit https://nj.gov/njoem/programs/NJOEM_Internship_Program.shtml to apply. Deadline for summer application is April 24th. The applicant shall email a current resume, recent transcript, and if obtaining college credits, an official letter prepared by the applicant's college internship coordinator (see details on website). **All forms must be filled out in their entirety.** Once complete, sign and scan the required application forms and forward the documents to the following email address: NJSPInternship@njsp.gov.

Intern work areas: Clerical X Research X Errands ___ Organizing ___

Please explain the work that will be required of the intern: Projects and assignments include, but are not limited to, research, preparing and updating plans and reports, assisting with training, and developing and revising policy documents and procedures.

Will there be opportunities for the intern to observe:

Internal strategy sessions? ___ Legislative sessions? ___ Committee hearings? ___

Is the intern expected to work evenings and weekends? If so, please explain. N/A

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)* There are locations throughout the State. Applicants may also be assigned to work at the Regional Operations Intelligence Center in West Trenton. Applicants must be willing and able to travel occasionally beyond their assigned work location.

Common Questions

How long does the internship last?

Typically, an internship lasts for a college semester (4 months).

How many hours per week will I work?

You must complete 120 hours. We are very flexible with your work and school schedules, although we recommend availability at least 2-3 times per week.

What are the work locations and travel requirements?

There are locations throughout the State. Applicants may also be assigned to work at the Regional Operations Intelligence Center in West Trenton. Applicants must be willing and able to travel occasionally beyond their assigned work location.

What types of work will I perform?

Projects and assignments include, but are not limited to, research, preparing and updating plans and reports, assisting with training, and developing and revising policy documents and procedures.

Will I receive college credit?

If your degree requires an internship in this field, it can count towards that requirement.



(New Jersey Task Force One)

Deadlines to apply are as follows:

- Fall: July 20th
- Spring: November 24th
- Summer: April 24th

For more information about how to apply, contact:

NJOEM.internship@njsp.org

or go to:

ready.nj.gov/internship



New Jersey Office of
Emergency Management
NJSP Headquarters
West Trenton, NJ,
08628



NJOEM Internship

Basic Information
for Fall, Spring
and Summer
Internships

Who Is NJOEM

The New Jersey Office of Emergency Management, housed within the Division of State Police, is the lead agency for coordinating and overseeing emergency management services within the State. With a focus on the five mission areas (Prevention, Protection, Mitigation, Response and Recovery), NJOEM works in collaboration with federal, State, counties, and local agencies, and other key stakeholders to ensure emergency management operations are carried out successfully. We help the State prepare and respond to all-hazards including severe weather, health emergencies, terrorism, cyber threats, hazmat, radiological incidents, and other emergencies. We leverage current technologies and GIS mapping to enhance planning, response, mitigation and resiliency. Go to ready.nj.gov for more information about NJOEM.



(State Emergency Operations Center)

Types of Internships

There are several bureaus within NJOEM where you can receive an internship, including:

- ✓ Communications
- ✓ Emergency Response
- ✓ Recovery
- ✓ Preparedness
- ✓ Incident Support

For more information on these bureaus and their respective units visit njsp.org/division/homeland-security/emergency-management.shtml

GPA/Credit Requirements

Applicants must have a minimum 3.0 GPA and 60 college credits.

“Interning with NJOEM offers an environment of learning that fosters growth and opportunity to learn from professionals at the top of their field.”
Major Christopher DeMaise

Majors/Fields of Study

While NJOEM considers all majors in its application process, the fields of study that will best relate to the internship included:

- ✓ Emergency Management
- ✓ Homeland Security
- ✓ Emergency/Threat Response
- ✓ Public Administration
- ✓ Political Science
- ✓ Information Technology/Science
- ✓ Sociology

“My experience as in Intern with NJOEM has prepared and equipped me with knowledge, first-hand experience, and a network of men and women in the industry that will be invaluable as I further my career in Emergency Management.”
William C. (Former Intern – Rowan University)

