



STATE OF NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY

Job Description

Job Title: Construction Operations Intern
Reports To: Program Director

Date: 09/27/2024

Job Summary

Under the direction of the Program Director and the Deputy Program Director, the Intern has the responsibility and accountability to partner with a team of technical professionals including NJSDA Program Officers, construction management consultants, architects, contractors, school district personnel to successfully manage complex projects from the planning phase to post occupancy. Interns will assist Program Officers with controlling project budget cost, and coordinate activities to quickly resolve issues, review of project schedules, review and interpretation of design drawings and specifications, review and response to submittals and RFIs. This position requires excellent communication and organizational skills to simultaneously coordinate and execute multiple facets of a project in a deadline driven environment while protecting the financial interest of the Authority. Residency in New Jersey is a requirement for consideration for this position in accordance with the New Jersey First Act.

Essential Duties and Responsibilities

1. In partnership with team members, assist with managing complex projects by effectively coordinating activities of stakeholders within the NJSDA, as well as external entities including architectural and construction management consultants, contractors, school district personnel, NJ Department of Community Affairs, and other local and state agencies from the planning phase to post occupancy.
2. Provide support to the Program Officers by assisting with reviewing invoices, submittals, RFIs, change orders, allowances, schedules, and amendments.
3. Communicate with NJSDA staff to resolve issues quickly and deliver the project within scope budget and schedule parameters while simultaneously protecting the financial interests of the Authority.
4. Coordinate activities in support of procurement of consultants and contractors in keeping with NJSDA policies and procedures.
5. Ensure regular and accurate updates are made in the various NJSDA information management systems, and that important issues are appropriately conveyed to the NJSDA Program Officers to receive appropriate and timely attention from appropriate level of authority.

Required Skills and Abilities

1. Outstanding written, communication, analytical and problem solving skills with demonstrated ability to comprehend and interpret proposals and regulations while adhering to strict deadlines.
2. Strong interpersonal, and collaboration skills to foster a positive work environment, with internal partners, while ensuring external stakeholders provide appropriate deliverables.
3. Outstanding organizational skills to successfully and simultaneously manage construction projects.
4. Demonstrated ability to work in a deadline-driven, fast-paced environment while collaborating with professional staff, both individually and as a team.

5. Proficient in the use of Microsoft Office products (Word, Excel, Project, etc.)

Required Education and Experience

1. Currently seeking a Bachelor's Degree in Construction Management, Architecture, Engineering, Finance, Planning or other related field or and in their Sophomore, Junior, or Senior year of college.
2. Understanding of construction, planning, design, or environmental management of large scale institutional, industrial or commercial construction projects.
3. Basic knowledge in the aspects of general design and construction, including reading and interpreting construction documents and drawings.
4. Knowledge or familiarity with software applications to manage projects and schedules, such as PMWeb.

Physical Demands

Regular construction worksite visits that may require physical activities such as, climbing ladders and walking significant distances, etc.

Certificates and Licenses Required

Valid Drivers' License

Candidate must have reliable transportation

Interested applicants should send their resume including a cover letter to resumes@njsda.gov.

If you are applying under the NJ SAME Program, your supporting documents (Schedule A or B letter) must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program, visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call the NJ Civil Service Commission at (833) 691-0404.

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