**NJ Department of Environmental Protection**

**Office of Environmental Management**

**Division of Environmental Safety and Health – Bureau of Environmental Radiation**

**Seasonal Position**

**Title:** Environmental Assistant **Salary:** $10 to $19/hour

(May – August 2015) (commensurate with experience)

**Closing Date: April 17, 2015** **Vacancies: 1**

**Location:** 25 Arctic Parkway, Ewing, NJ

**Work Schedule:** Weekdays, 8:00 AM to 4:00 PM or 9:00 AM to 5:00 PM

**Position Information:**

Under the direction of Radioactive Materials Radiological Assessment Team (RAMRAT) lead, the New Jersey Department of Environmental Protection is seeking a paid summer seasonal to:

1. Prepare a descriptive inventory of all radiological equipment (e.g., personnel protection and sampling equipment) and instrumentation currently in storage, and assist in the organization of said equipment and instrumentation to enable a more efficient response to emergencies.
2. Organize the contaminated site files and update site summary sheets (i.e., summary sheets that explain where the site is, the contaminants of concern, and the current status of the site).

The first task is critical to understanding the Department’s current radiological equipment and instrumentation needs, and will provide invaluable information in an emergent situation. The second task will help the Department’s Bureau of Environmental Radiation provide technical support to the Department’s Site Remediation Program for sites contaminated with radioactive material. Since complete evaluations of these sites can take up to 15 years, with much back and forth correspondence between the Department and the responsible parties, it’s important that the Department have updated and accurate site summary sheets available for reference.

**Requirements:**

Candidates for this summer seasonal position must have the following qualifications:

* Understanding of basic science concepts.
* Ability to read and understand technical material.
* Ability to organize files and perform research to determine relevant material.
* Attention to detail.
* Ability to use Microsoft Excel and Word.
* Knowledge of radioactive material is desired.
* Interest in environmental radiation and contamination.

**AUTHORIZATION TO WORK:** Selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Citizenship and Immigration Services Regulations. Note: The State of New Jersey does not provide sponsorships for citizenships to the United States.

**Note:** Completion of at least 2 years of undergraduate education is preferred.

If you are interested in this position, please send a cover letter, resume and your credentials electronically via email to the Office of Environmental Management at [EMACO@dep.nj.gov](mailto:EMACO@dep.nj.gov). Questions can be directed to Ms. Christine Schell at 609-292-0149.