



Unpaid Internship: Building Operations Intern

The Role

LSC's Building Operations Department is responsible for the building equipment, engineers, janitorial, pest control, landscaping, snow removal, etc. as well as supporting the other departments within the building for their operational and building needs. The Building Operations Intern will assist with above-mentioned duties as well as administrative support and building work orders. This position will provide shadowing with the onsite building engineers. The Building Operations Intern will report to the Director, Building Operations.

What You'll Bring

You are an innovative problem solver with a critical eye. You will bring your organization and attention to detail to the Building Operations Department.

What You'll Do

- Invoice logging and submitting to Finance Team
- Shadowing the Director of Building Operations on daily building tours and aid in the recording of any all damages
- Attend operations meetings and take comprehensive notes
- Scan and organize backlog of paper documents
- Other duties as assigned

Deliverables

By the end of the 10-week paid internship, you will have:

- Minimized the backlog of document scanning and organization, as assigned
- Lead a project to create a comprehensive database/catalog of all building operations blueprints and operations manuals. The internship will conclude with a presentation to a group of Building Operations leaders on the process and results of the project

Preferred Qualifications and Experience

- Pursuing an undergraduate degree or a 2026 graduate of a New Jersey college or university
- Background in Engineering or Information Technology or interest in those fields
- Ability to thrive within a team setting
- Problem solving skills

Compensation and Schedule

This is an unpaid part-time internship position. Interns will work 15 hours per week over the course of 10 weeks. Interns must be available a minimum of 2 full days per week (Monday - Friday).

Work Culture at a Glimpse

LSC prides itself on fostering a culture that enables all employees to experience a sense of pleasure, passion, and purpose while in the workplace. We believe in embracing and driving change, inspiring fun and learning, and creating a positive and family-friendly team spirit. Our differences as individuals (race, gender, age, cultural heritage, physical ability, education, and lifestyle) are an asset and contribute to our ability to drive innovation. Lastly, at the heart of our work culture is the commitment to delivering a “wow factor” through our exceptional customer service to not only our guests but also one another.

Our Environment

Liberty Science Center is located in a beautiful waterfront state park in Jersey City, New Jersey. Not only is Jersey City easy to get to from any point in Northern NJ and Manhattan, but it also holds the title of the most diverse city in the United States. Employees have access to free parking, the Hudson-Bergen Light Rail, and the NJ Path train. In addition, all employees have access to an on-site café and a terrace with stunning NYC views.

Physical Demands

While performing the duties of this job, onsite work does require that the employee be able to stand for long periods while working with students or the public. The ability to lift 30 pounds is required. The position requires frequent visits to the museum floor (navigating concrete floors, climbing stairs, etc.) and outdoors (navigating uneven ground, exposed to the elements), and tolerating high levels of noise.

Benefits

- 25% discount in LSC gift shop
- 15% discount in the onsite café
- Free onsite parking

To Apply:

Submit your resume and a cover letter that highlights why you are the best candidate for this role and how this position will help you achieve your goals. **Email: volunteer@lsc.org**

Liberty Science Center is an equal opportunity employer committed to fostering an inclusive and innovative environment with the best employees. We, therefore, provide employment opportunities without regard to age, race, color, ancestry, national origin, religion, disability, sex, gender identity or expression, sexual orientation, military service, marital status, or any other protected status in accordance with applicable law. If there are preparations we can

make to help ensure you have a comfortable and positive interview experience, please let us know.

LSC actively supports the Americans with Disabilities Act and will consider reasonable accommodations.