



Philip D. Murphy
Governor

Sheila Y. Oliver
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
OFFICE OF THE CHAIR/CHIEF EXECUTIVE OFFICER
P.O. Box 317
Trenton, New Jersey 08625-0317

Allison Chris Myers
Acting Chair/Chief Executive Officer

Summer Internship Opportunity

Do you have an interest in Labor/Employment, Human Resources, Business Administration, Communication, or Political Science? If so, we encourage you to **apply for this paid, non-credit, summer internship no later than May 24, 2024.**

Intern Description:

The Civil Service Commission is in search of a college or high school student to assist with special projects/tasks set out by various team members in the Office of the Chair/Chief Executive Officer.

We are looking for a dynamic, energetic intern who is eager to learn about the Commission. You will be working closely with our team throughout the office and gain hands-on job experience assisting with special projects, as needed, in Classification/Compensation, HR Policies and Procedures, Communications, Legislation Research and Analysis, and/or Constituent Relations.

Internship: Summer

Internship Type: Non-credit

Internship Location:

44 S. Clinton Avenue, Trenton NJ 08625

Work Week: Monday – Friday

Intern Level: High School/College

Internship Pay: Paid (Min. Wage)

Internship Duration:

June 1, 2024 – August 9, 2024

Hours: 9AM – 4PM (30 Hours)

Requirements:

- College or high school student
- Eager to learn and work with various team members
- Excellent verbal and written communication skills
- Ability to multi-task
- Efficient computer skills

To apply, please submit a cover letter and resume to **Bev Hamilton, Manager, HR, PO Box 323, Trenton, NJ 08625** or HRSupport@csc.nj.gov

Per Executive Order 253, all state employees **are required to be vaccinated** by October 18, 2021 or undergo frequent testing. Please do not submit your vaccine card at this time. The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

New Jersey is an Equal Opportunity Employer

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