



NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

POSTING #: 2023 - 011- I	ISSUE DATE: October 18, 2023	CLOSING DATE: November 6, 2023
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TITLE: Paid Intern	HOURLY RATE: \$17.50 – \$21.50
DIVISION: Division of Revenue and Enterprise Service (DORES)	WORKWEEK: Up to 25 hours
UNIT: Business Services	LOCATION: Trenton, NJ

JOB DESCRIPTION

The New Jersey Department of the Treasury and its In-But-Not-Of Agencies are currently accepting applications for internship opportunities. The internship opportunities aim to provide highly motivated undergraduate, graduate, doctoral, or law students with compensated hands-on training and work experience. Participating divisions will offer special projects and assignments designed to prepare students for their future careers.

Business Services Intern Duties and Responsibilities:

- Prepare various standard and ad hoc reports for the Business Services units.
- Assist in analyzing information, processes, and/or statistical and operating reports to detect work backlogs and system problems.
- Review applications and assist with data entry within an Oracle database
- Note, this is not a computer developer or computer analyst position.

Preferred Background:

- Solid written and verbal communication skills
- Excellent customer service skills
- Problem-solving
- Data analysis
- Understanding and following processes, policies and procedures
- Teamwork mentality
- Industry-specific talents

POSITION REQUIREMENTS	HOW TO APPLY
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Age Requirement: Must be at least 17 years of age

Enrollment Status: Currently enrolled in a college or university on a full-time basis. A full-time student is generally defined as one who carries at least 12 semester credit hours as an undergraduate or nine semester credit hours as a graduate student.

New Jersey First Act: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to establish and maintain principal residence in New Jersey within one (1) year of employment. For additional information, please visit website listed below.
<https://www.nj.gov/labor/research-info/njfirst.shtml>

Documents Required To Apply:

- [Treasury Internship Application](#)
- Resume
- Cover Letter
- Copy of Unofficial Transcript
- Two (2) letters of recommendation

Please submit the documents listed above by 5:00 p.m. on November 6, 2023 to the following email address:

Treasury Internship Recruiter
Treas.Internship@treas.nj.gov
(Please list "2023-011-I Business Services" in the Subject Line)

Interviews will be granted on the basis of the resume.