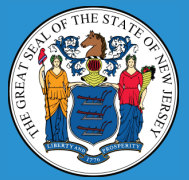




NEW JERSEY DEPARTMENT of the TREASURY

Internship Program

Make connections in your professional field of study while gaining meaningful and valuable paid work experience!



ABOUT THE PROGRAM

The New Jersey Department of the Treasury currently is accepting applications for a department-wide Internship Program, which aims to provide highly motivated undergraduate, graduate and law students with compensated hands-on training and work experience. Treasury's participating divisions will offer special projects and assignments that are designed to prepare students for their future career.

Students who are accepted into the program will be matched with the appropriate business unit and assigned to experienced supervisors that will assist, mentor, and provide relevant learning experiences throughout the program. Opportunities are available in the following related fields of study:

- Accounting
- Business
- Communications/Marketing
- Construction/Property Management
- Economics
- Emergency Management
- Finance
- Graphic Arts
- Human Resources
- Information Technology
- Investments
- Law and Public Policy
- Medical Fraud
- Procurement

Interested applicants must be at least 17 years old and actively pursuing an undergraduate, graduate, doctorate or law degree at a higher education academic institution 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.

COMPENSATION

Compensation is in accordance with the student's current academic year:

- Freshman: \$17.50 per hour
- Sophomore: \$18.50 per hour
- Junior: \$19.50 per hour
- Senior: \$20.50 per hour
- Master's or Law Students: \$21.50 per hour

HOURS AND LOCATIONS

Hours will range between Monday through Friday from 8:00 AM – 5:00 PM (a maximum of 25 hours per week). Positions centered in downtown Trenton, NJ with additional opportunities possibly available in the Newark area and Atlantic City.

SUGGESTED BACKGROUND OR KNOWLEDGE

We welcome a variety of skill sets that include but are not limited to:

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

HOW TO APPLY: Visit nj.gov/treasury/administration/job-op/intern-recruit.shtml



Treasury Internship
Application



Resume &
Cover Letter



Unofficial
Transcript



Two (2) Letters of
Recommendation

2023-2024 TREASURY INTERNSHIP APPLICATION

PERSONAL INFORMATION

Last _____ First _____ MI _____

Street Address _____

City _____ State _____ ZIP _____

Phone Number _____ Email _____

Are you a U.S. citizen? Yes No If not, are you an alien authorized to work in the U.S.? Yes No

EDUCATIONAL INFORMATION

Current School _____ State _____

Major 1 _____ Major 2 _____

Concentration _____ Minor _____

Education Level: Freshman Sophomore Junior Senior Graduate Student Law Student

Are you a full-time student? Yes No Expected Graduation Date (mm/yy) _____

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.

AVAILABILITY/AREA OF INTEREST

Please select your preferred work location: Trenton Atlantic City Newark Area Any Location

Please indicate the semester(s) you are available (select all that apply): Fall /Winter Spring Summer

Please select your areas of interest (select all that apply):

- Accounting Business Communications/Marketing/Graphic Arts Construction/Property Management
 Economics/Finance/Investments Emergency Management Human Resources Information Technology
 Law and Public Safety Medical Fraud Procurement

You also may respond directly to advertised internship opportunities listed on Treasury's Internship Program webpage at:
nj.gov/treasury/administration/job-op/intern-recruit.shtml

Please list the applicable Posting #(s) from our website below that interest you:

Posting #: _____ Posting #: _____ Posting #: _____ Posting #: _____

REFERENCES

Please provide up to three personal or academic references. We encourage listing current academic professors, advisors, counselors, and professional/previous employers.

Name:	Name:	Name:
Phone Number:	Phone Number:	Phone Number:
Email:	Email:	Email:
Occupation:	Occupation:	Occupation:

PERSONAL RELATIONSHIPS DISCLOSURE

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of the Treasury requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No Treasury employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner, or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

Treasury requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Administration Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with Treasury's Ethics Office as deemed necessary. Upon receiving notice of the relationship, Administration may address any situation as necessary in consultation with the Ethics Officer. This may include, but is not limited to, changing the reporting relationships or transferring any employees/interns involved. Failure to provide notification to Treasury may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

- I DO NOT have a relative or a consensual personal relationship, as defined above, with anyone working for any of the Divisions or In-But-Not-of Agencies under the New Jersey Department of the Treasury.
- I DO have a relative or a consensual personal relationship, as defined above, with someone working for a Division or an In-But-Not-of Agency under the New Jersey Department of the Treasury, identified as follows:

Name	Relationship	Division/Agency	Job Title

ACKNOWLEDGEMENT & SIGNATURE

- I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during my employment.
- By checking this box, I acknowledge that I am expected to attend the entire internship program as agreed with Treasury Management.
- By checking this box and typing my name below, I am electronically signing this application. I understand that an electronic signature has the same legal effect as a written signature.

Signature _____

Date _____