



NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

POSTING #: 2023 - 007-1	ISSUE DATE: October 12, 2023	CLOSING DATE: November 6, 2023
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TITLE: Paid Intern	HOURLY RATE: \$17.50 – \$21.50
DIVISION: Risk Management	WORKWEEK: Up to 25 hours
UNIT: Deputy Director’s Office	LOCATION: Trenton, NJ

JOB DESCRIPTION

The New Jersey Department of the Treasury’s 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.

The Division of Risk Management serves the Judiciary, Executive, and Legislative branches of the New Jersey State government by providing active leadership in reducing risk and the loss to persons and property; ensuring cost-effective administration of claims filed against the State of New Jersey, its departments, and agencies, while maintaining the highest ethical standards in the claims management industry; investigating and adjusting claims made against the State or on behalf of the State, stemming from accidents or incidents involving property damage and bodily injury; and managing the State Accident Review Board, and the Statewide Defensive Driving Course Program.

The intern will report to and work closely with the Deputy Director on a number of statewide initiatives and Division-wide projects. This includes, but is not limited to, the ongoing cloud-based Claims Management system to streamline the claims filing and handling process, for the benefit of our State client agencies, the general public, attorneys, and the State as a whole; assist the Deputy Director and the New Jersey State Police in preparing cases for review, debate, and voting before the inter-agency State Accident Review Board (“ARB”); and managing the Statewide Vehicle Accident Reporting System and the Statewide Defensive Driving Program.

Preferred Background:

- Solid written and verbal communication skills
- Critical analytical, research, and investigative skills
- Problem-solving
- Understanding and following processes, policies and procedures
- Academic studies in fields related to Political science, Public Administration, Leadership & Management, Criminal Justice, Communication, Government & Law, Law or Pre-Law, Paralegal studies program, law enforcement or security, Insurance, claims investigation or management, or asset management

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 the 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 “2023-007-1 Risk Management” in the Subject Line)

Interviews will be granted on the basis of the resume.