



NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

POSTING #: 2023 - 004 - I	ISSUE DATE: October 12, 2023	CLOSING DATE: November 6, 2023
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TITLE: Paid Intern	HOURLY RATE: \$17.50 – \$21.50
DIVISION: Administration	WORKWEEK: Up to 25 hours
UNIT: Office of Ethics Compliance	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 Office of Ethics Compliance is responsible for ensuring all ethical needs are met for the Department of the Treasury. This includes enforcing the Conflict of Interest Law, the Uniform Ethics Code, Supplemental Codes, and the NJ Administrative Code. The Office is responsible for training all employees under the Department of the Treasury, reviewing travel requests, distributing ethics forms to screen for potential conflict, conducting internal investigations, and providing advice amongst various other duties. The Office utilizes Salesforce to have all of the above-mentioned ethics information maintained in one centralized area with easy access.

The intern will assist with Salesforce related projects, including uploading previous forms and information as well as setting up new employees in the system, assist with day-to-day operations of the office such as reviewing incoming forms for accuracy and completion, updating spreadsheets with current information, and other various tasks.

Preferred field of study would be Business Administration.

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
- Organizational skills

POSITION REQUIREMENTS

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>

HOW TO APPLY

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 "2023-004-I Ethics" in the Subject Line)

Interviews will be granted on the basis of the resume.

The State of New Jersey is an Equal Opportunity Employer