



NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

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| POSTING #: 2023 - 018- I | ISSUE DATE: October 19, 2023 | CLOSING DATE: November 6, 2023 |
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| TITLE: Paid Intern | HOURLY RATE: \$17.50 – \$21.50 |
| DIVISION: Property Management and Construction | WORKWEEK: Up to 25 hours |
| UNIT: Health and Safety Office | 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.

Within the Division of Property Management and Construction, the Health & Safety Office employs key experienced individuals that provide knowledge and resources to other State agencies. This office takes the lead on many subject matters. Policies from this office have been established and are used statewide, e.g., how to handle bed bugs, rodent control, indoor plants and aerosols. The office also provides guidance and direction on ADA accommodations, such as ergonomic evaluations and lighting surveys, to various agencies to ensure consistency with recommendations and equipment purchased.

The individual will learn to prepare reports, interpret regulations, address financial matters, public speaking, basic protection requirements in either field of study, utilizing instrumentation.

Preferred Background:

- The Industrial Hygiene and Environmental Science individual should be enrolled for a degree in the related field of study (IH, Occupational Health and Safety, Environmental Science, Environmental Health, etc.)
- 40 Hour HAZWOPER or 10 Hour OSHA certification
- Verbal and written communication
- Regulation comprehension

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| 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 "2023-018-I Health and Safety" in the Subject Line)

Interviews will be granted on the basis of the resume.