



# NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

<b>POSTING #:</b> 2023 - 017- I	<b>ISSUE DATE:</b> October 18, 2023	<b>CLOSING DATE:</b> November 6, 2023
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<b>TITLE:</b> Paid Intern	<b>HOURLY RATE:</b> \$17.50 – \$21.50
<b>DIVISION:</b> Secure Choice Savings Program (SCSP)	<b>WORKWEEK:</b> Up to 25 hours
<b>UNIT:</b> Director’s Office	<b>LOCATION:</b> 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.

Secure Choice Savings Program (SCSP) is a new, state-sponsored retirement plan designed to help more private sector employees save for the future. The program is independently administered by the SCSP Board. This position will assist the Director in establishing the policies and regulations for the new program.

Preferred areas of study are Finance, Accounting, Law and Marketing.

Preferred Background:

- Financial, Accounting, Law and Marketing majors
- Solid written and verbal communication skills
- Data analysis
- Understanding and following processes, policies and procedures

## 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 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](mailto:Treas.Internship@treas.nj.gov)  
**(Please list “2023-017-I Secure Choice” in the Subject Line)**

Interviews will be granted on the basis of the resume.