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POSTING
Paid Undergraduate Fellowship Positions Available

The State of New Jersey, Office of the Secretary of Higher Education seeks undergraduate student interns to conduct research, policy analysis, and assist with other special projects as needed.

The Undergraduate Internship presents a unique opportunity to have a close view of policymaking for postsecondary education at an exciting time in the State's future, with a new administration focused on higher education as a central theme of economic success.

Interested candidates must have excellent writing skills, email and oral communication, research ability, and organization. Familiarity with New Jersey institutions and policy organizations is preferred.

The intern will be expected to adapt to and work in a fast-paced environment, being exposed to the multiple facets of a government agency, including, but not limited to, the following:

- policy–research and idea development
- state and federal legislative bill tracking
- planning and facilitation
- communications–writing and editing
- attending meetings and/or events

Fellowship Dates:

- For priority consideration for **summer** internships, **application date extended to April 1 for summer 2020.**
- For priority consideration for **fall** internships, **please apply by August 15.**
- For priority consideration for **spring** internships, **please apply by November 1.**

Part-time and full-time opportunities are available.

Application process:

Please send a resume, list of 3 references, and a cover letter expressing interest and qualifications to humanresources@oshe.nj.gov. Be sure to indicate the term for which you are applying (example: summer 2020). For the reference list, please include your reference's name, title, phone number, email address, as well as how you know the reference.