POSTING
Paid Internship Positions Available

The Office of the Secretary of Higher Education (OSHE) seeks undergraduate students that are passionate about education and government affairs and are looking to be engaged in an active experience supporting a variety of teams within OSHE. The paid internship is offered in the fall, spring, and summer. This internship presents a unique opportunity to have a close view of postsecondary education policymaking and statewide government affairs. Selected candidates will provide support to the following areas: Policy, Communications, Legislative, Research, Licensure, Student Support, Finance, Human Resources, and general administration.

Interested candidates must have excellent writing skills, effective email and oral communication, good literature research skills, familiarity with quantitative and qualitative research methods, and demonstrated time management/organizational skills. Familiarity with New Jersey institutions of higher education and/or relevant organizations is preferred.

The selected applicants will be expected to adapt to and work in a fast-paced environment, being exposed to multiple facets of a government agency. Interns will rotate through most areas of OSHE; however, priority projects and tasks will be considered for those that align with the intern’s interests. In addition to the OSHE areas detailed below, the candidate may also work with Research & Data, Licensure, and Human Resources.

Tasks and projects in each area may include:

**Policy**
- Research and drafting of memos and reports
- Participating and minute-taking with a variety of statewide commissions and task forces
- Participate and record meeting notes for implementation work groups
  - **Strong Skills Required:** Editing/proofreading skills, detail-oriented, literature and current event research skills, and multi-tasking skills
  - Interest in higher education policy, government affairs, and NJ institutions

**Communications**
- Social media/graphics creation
- First-round draft of press releases
- Participating and minute-taking for a variety of meetings
  - PowerPoint creation for external speaking engagements, assistance drafting responses to constituent outreach, note-taking for internal meetings
  - **Strong Skills Required:** Editing/proofreading skills, creativity, and proficiency in presentation tools or other graphic instruments.
- Interests in community outreach, higher education, government affairs

**Legislative and Regulatory Affairs**
- State and federal legislative bill tracking
- Research and analysis of reports
- Participate in legislative meetings and minute-taking
- State and federal legislative bill tracking and monitoring progress of policy priorities
  - **Strong Skills Required:** Data analytics, familiarity with spreadsheets
  - Interest in higher education policy, government affairs, and NJ institutions

**Student Support Programs**
- Assisting education support programs across the agency including, EOF and GEAR UP
- Report and data processing for statewide programs
- Assisting with event coordination and logistics for achievement ceremonies
  - **Strong Skills Required:** Superior organizational skills, detail-oriented, data entry skills/experience with spreadsheets
  - Interest in student support services, community outreach, higher education, and grant processes

**Finance**
- Perform financial analysis, and provide analytical support
- Willing to become adept at understanding the higher education budget data
- Analyze and compare financial records to verify numbers with associated receipts or other documentation
- Assist with organizing and processing financial reports
  - **Strong Skills Required:** Proficiency in Excel, attention to detail, data entry skills/experience with spreadsheets
  - Interest in finance, accounting, higher education, government, and grant processes

This is a paid internship. OSHE is willing to work with your schedule. There are part-time and full-time opportunities available. Ideally, the intern would work at least a minimum of 15 hours a week.

**Internship Dates:**
- For priority consideration for summer internships, please apply by March 6.
- For priority consideration for fall internships, please apply by June 5.
- The deadline for priority consideration for spring internships, will be posted in July

**Application Process:**
- Please send a resume, list of three (3) references and a cover letter expressing interest and qualifications to interns.fellows@oshe.nj.gov.
  - In your cover letter, be sure to indicate the term for which you are applying and the top two OSHE areas that aligns with your interests (example: summer 2022 - 1st Support Programs, 2nd Policy).
  - Your reference list should include the referral's name, title, phone number, and email address, and a short statement of your relationship

Any questions regarding this posting should be directed to interns.fellows@oshe.nj.gov.