

Summer 2022

Application Deadline: 4/5/22



*Cultivating future leaders.*



**iLEAD (Intern Learning Experience for Achievement and Development):** Paid, non-credit Internship  
**Internship ID #:** 202202 | **Positions:** Multiple | **Level:** Undergraduate/Graduate | **Rate:** \$22.69/hour

## New Jersey Department of Labor and Workforce Development (NJ DOL)

### iLEAD JOB POSTING

The NJDOL is dedicated to *cultivating future leaders*, especially in the area of public service. That is why we developed a robust summer internship program focused on providing professional opportunities within the Department which utilize and build interns' *Knowledge, Skills, and Abilities*. The project-based work experience opportunities for interns are available within the DOL's respective divisions and will provide interns with meaningful assignments aimed to prepare them for a productive career. Interns will conduct research, compile information, develop action plans, report findings, and create an end-product. To promote a learning environment and foster a networking culture, supervisors will be assigned to assist, mentor, and provide constructive feedback to interns throughout the program. **Applicants must be a current undergraduate or graduate student.**

**Suggested Background or Knowledge:** We welcome a variety of skillsets relating to the division assignment, as highlighted in the Application Packet. These skills include but are not limited to: Solid written and verbal communication skills; problem solving; data analysis; understanding and following processes, policies and procedures; excellent customer service skills; teamwork mentality, and industry-specific talents.

**NJDOL Divisions Offering Internship:** Various Divisions within the Department are offering opportunities. Please see the attached Application Packet for participating Division descriptions.

**Internship Location:** 1 John Fitch Plaza, Trenton NJ 08625      **Duration:** June 27 - August 5, 2022 (6 Weeks)

**Work Week:** Monday - Friday      **Hours:** 9AM - 4PM      **Total Hours Per Week:** 30

*Please note that some positions may require a **commute** to a location other than the one listed above.*

**Application Process:** Please submit your **Completed Application Packet** and required attachments (*as outlined in the Application Packet*) to [NJDOLInterns@dol.nj.gov](mailto:NJDOLInterns@dol.nj.gov) by **April 5, 2022**. Be sure to include the **Internship ID# (202202)** in the subject line of the email.

Click [here](#) or visit [nj.gov/labor/iLead](http://nj.gov/labor/iLead) to access the 2022 iLEAD Application Packet.

Per Executive Order 253, all state employees **are required to be vaccinated** by October 18, 2021 or undergo frequent testing. Please do not submit your vaccine card at this time. The New Jersey Department of Labor and Workforce Development is an Equal Opportunity/Affirmative Action Employer.

Posting authorized by **Tennille R. McCoy, Assistant Commissioner**, Division of Human Capital Strategies  
Department of Labor and Workforce Development | P.O. Box 044 | Trenton, New Jersey 08625-0044