



Internship Posting: Summer 2021
Internship ID #: 202101

Application Deadline: May 22,
2021 Positions: Multiple

New Jersey Department of Labor and Workforce Development (NJDOLE)

Internship: *Summer*

Intern Level: *Undergraduate/Graduate*

Internship Type: *Non-credit*

Internship Pay: *Paid* Rate: *\$21.81 per hour*

Suggested Background or Knowledge:

Solid written and communication skills; problem solving; data analysis; understanding and following processes, policies and procedures; excellent customer service skills; teamwork mentality.

NJDOL Program Area and Work Unit Offering the Internship:

Administrative Services/Procurement; Communications; Finance & Accounting; Human Capital Strategies; Income Security; Information Technology; Internal Audit; Public Safety & Occupational Safety & Health; Office of Research & Information; Wage & Hour Compliance; Workers' Compensation, Workforce Development

Internship Location:

1 John Fitch Plaza, Trenton NJ 08625

Internship Project Description:

The Internship Program is project based. Interns will conduct research, compile information, develop action plans, report findings, and create an end product. The intern will present the results in a 3 to 5-minute presentation. A supervisor will be assigned to assist/mentor the intern throughout the program.

Internship Duration and Weekly Work Schedule:

June 28 - August 6, 2021 (6 Weeks) Work Week: *M-F* Hours: *9:00AM-4:00PM* Total Hours: *30*

Participants may be required to be present at the 1 John Fitch Plaza, Trenton, NJ location as well as work remotely.

Description of NJDOL Program Area/Work Unit Offering the Internship:

For more information about NJDOL and its activities, visit us at <http://www.nj.gov/labor>.

Internship Sponsor:

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

To apply, please submit the following to NJDOLInterns@dol.nj.gov by May 22, 2021:

Completed Intern Application, Cover Letter and Resume (including daytime phone number and email address).
Please include "**Summer Internship Program Applicant**" and **Internship ID #** in the subject line.

Application can be found at https://www.nj.gov/labor/forms_pdfs/njdolinterns/2021InternshipPacket.pdf

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