



NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

POSTING #: 2023 - 005-1	ISSUE DATE: October 12, 2023	CLOSING DATE: November 6, 2023
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TITLE: Paid Intern	HOURLY RATE: \$17.50 – \$21.50
DIVISION: Administration	WORKWEEK: Up to 25 hours
UNIT: Diversity & Inclusion	LOCATION: 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.

Diversity & Inclusion is a recently established unit within the Department of Treasury, Division of Administration lead by the Diversity Officer and Legal Liaison. The responsibility of the unit is to assess, improve, develop, and effectively implement Treasury-wide DEIB programs, key workforce initiatives, and diversity metrics; and to facilitate the implementation of internal policies/practices to support the department’s DEIB goals, including talent acquisition, employee engagement and inclusion.

Interns will assist the Diversity Officer with the daily responsibilities of building the DEIB program and supporting efforts to develop, coordinate, and implement the department’s diversity initiatives. Daily intern responsibilities include, but are not limited to:

- Assisting with research and providing diversity content for Treasury-approved communication platforms;
- Assisting Employee Resource Groups as needed, and with coordination of meetings, events, and programs;
- Assisting with the development, analysis and preparation of diversity-related metrics, workforce surveys and reports;
- Assisting with the review, update and/or development of new DEIB training materials;
- Providing administrative support through the scheduling of calendars, meetings, and conference calls and preparing meeting materials; and other related duties as required.

Preferred Field of Study: Business Management, Law, Human Resources, Social Work, Psychology, Communications, Political Science or other related field

Skillsets: Candidates should be highly motivated and have a demonstrated commitment to diversity, equity, inclusion and belonging. Strong research, writing, analytical and communication skills recommended.

POSITION REQUIREMENTS	HOW TO APPLY
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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>

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
(Please list “2023-005-1 Diversity & Inclusion” in the Subject Line)

Interviews will be granted on the basis of the resume.

The State of New Jersey is an Equal Opportunity Employer