



# NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

<b>POSTING #:</b> 2023 - 002 - I	<b>ISSUE DATE:</b> October 12, 2023	<b>CLOSING DATE:</b> November 6, 2023
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<b>TITLE:</b> Paid Intern	<b>HOURLY RATE:</b> \$17.50 – \$21.50
<b>DIVISION:</b> Administration	<b>WORKWEEK:</b> Up to 25 hours
<b>UNIT:</b> Emergency Response Unit	<b>LOCATION:</b> Ewing, NJ

## JOB DESCRIPTION

The New Jersey Department of the Treasury's 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.

The Emergency Response Unit, in partnership with the New Jersey Office of Emergency Management, seeks an intern to work out of the Regional Operations and Intelligence Center (ROIC) at the Emergency Support Function (ESF) 7 Resource Support desk. Projects will cover all four phases of emergency management mitigation, preparedness, response, and recovery.

Individuals in this role use project management knowledge and technical writing skills to support assigned projects, including:

- Help create disaster preparedness content
- Develop plans and procedures to access State contracts during emergencies
- Validation of emergency management procedures
- Prepare policies and briefings on emergency preparedness subject matter
- Participate in fieldwork to execute emergency simulations or carry out protocol in crisis situations
- Support project performance reporting
- Support the emergency management team with new projects and program maintenance
- Create and maintain plan documentation (facility emergency plans, business continuity plans, etc.)
- Assist in development and review of after-actions

Background Check Requirement: Successful candidates will be required to pass a New Jersey State Police internship background check.

## POSITION REQUIREMENTS

**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 the website listed below. <https://www.nj.gov/labor/research-info/njfirst.shtml>

## HOW TO APPLY

### 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](mailto:Treas.Internship@treas.nj.gov)  
(Please list "**2023-002-I ERU**" in the Subject Line)

Interviews will be granted on the basis of the resume.

*The State of New Jersey is an Equal Opportunity Employer*