



NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

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| POSTING #: 2023 - 010-I | ISSUE DATE: October 18, 2023 | CLOSING DATE: November 6, 2023 |
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| TITLE: Paid Intern | HOURLY RATE: \$17.50 – \$21.50 |
| DIVISION: Division of Revenue and Enterprise Service (DORES) | WORKWEEK: Up to 25 hours |
| UNIT: Application Development | 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.

The Division of Revenue and Enterprise Service's Application Development Unit supports the Department of the Treasury's information technology program including application design and development, web site development and maintenance, database administration, and coordination of infrastructure/network-related activities with the State's Office of Information Technology.

Application Development is seeking a candidate to provide support to the developers with gathering and developing business and user requirements for Mainframe and Oracle applications. They will perform routine administrative analytical work in support of the organization's information processing needs including; analyzing processes and/or statistical and operating reports to detect work backlogs and system problems. They will assist in the development of specifications, procedures, forms, checklists, flowcharts, support documentation, etc.

Education: Courses in business administration or computer science are preferred.

Preferred Background:

- Solid written and verbal communication skills
- Excellent customer service skills
- Problem-solving
- Data analysis
- Understanding and following processes, policies and procedures
- Teamwork mentality
- Industry-specific talents

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 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
(Please list "2023-010-I App Development" in the Subject Line)

Interviews will be granted on the basis of the resume.