



# NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

<b>POSTING #:</b> 2023 - 013-I	<b>ISSUE DATE:</b> October 18, 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> Division of Revenue and Enterprise Service (DORES)	<b>WORKWEEK:</b> Up to 25 hours
<b>UNIT:</b> Processing	<b>LOCATION:</b> 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.

DORES Processing Woolverton facility includes a scanning unit, a data entry unit, a software implementation unit, and an accounting unit. Positions are available in the Processing Unit.

One position is responsible for providing reports on daily progress and backlogs, assisting with mail counts, interacting with a private vendor on extraction and screening procedures for opening and sorting mail, researching unfinished vouchers with checks attached, and various other duties. This positions would require Excel and Word abilities and favor those in business sciences.

The other position requires Excel, Word, and Outlook abilities for preparing and distributing reports showing overall daily processing progress, as well as historical trends with regard to mail receipts. Those reports then would have to distributed and improved as needed. Finance and accounting are helpful but also production planning and some of the liberal arts programs would be acceptable.

## 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 **"2023-013-I Processing"** in the Subject Line)

Interviews will be granted on the basis of the resume.