



NEW JERSEY DEPARTMENT of the TREASURY

Make connections in your professional field of study while gaining meaningful and valuable paid work experience!



ABOUT THE PROGRAM

The New Jersey Department of the Treasury currently is accepting applications for a department-wide Internship Program, which aims to provide highly motivated undergraduate and graduate students with compensated hands-on training and work experience. Treasury's participating divisions will offer special projects and assignments that are designed to prepare students for their future career.

Students who are accepted into the program will be matched with the appropriate host unit and assigned to experienced supervisors that will assist, mentor, and provide relevant learning experiences throughout the program.

Opportunities are available in the following related fields of study:

- Accounting
- Business
- Communications
- Construction/Property Management
- Economics
- Emergency Management
- Finance
- Graphic Arts
- Human Resources
- Information Technology
- Investments
- Procurement

Interested applicants must be a current undergraduate or graduate student.

Participants must be attending a higher education academic institution on a full-time basis.

COMPENSATION

\$17.00 - \$21.00 per hour (Salary is based on school years completed.)

HOURS

Monday through Friday from 9:00 AM – 4:00 PM (25 hours/week)

SUGGESTED BACKGROUND OR KNOWLEDGE

We welcome a variety of skill sets that include but are not limited to:

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

APPLICATION CHECKLIST/SEND ITEMS TO: treas.internship@treas.nj.gov



Completed
and signed
Application Packet



Resume
and
Transcript



Cover letter



Include
"Treasury Internship"
in email subject line
when emailing items

2022 TREASURY INTERNSHIP APPLICATION

PERSONAL INFORMATION

Are you a returning Treasury Intern? Yes No If yes, which year? _____

Last _____ First _____ MI _____

Street Address _____

City _____ State _____ ZIP _____

Phone Number _____ Email _____

Are you a U.S. citizen? Yes No If not, are you an alien authorized to work in the U.S.? Yes No

Please provide the date you are available to begin the internship (mm/dd/yy): _____

EDUCATION INFORMATION

Current School _____ State _____

Major 1 _____ Major 2 _____

Minor _____ Concentration _____

Education Level: Undergraduate Graduate Student

Undergrad Level: Freshman Sophomore Junior Senior

Other Graduate Level: Year 1 Year 2 Year 3 Year 4 Other

Expected Graduation Date (mm/yy) _____

REFERENCES

List three people unrelated to you whom we may contact for information concerning your qualifications.

Name:	Name:	Name:
Address:	Address:	Address:
Phone Number:	Phone Number:	Phone Number:
Occupation:	Occupation:	Occupation:

PERSONAL RELATIONSHIPS DISCLOSURE

In accordance with the Uniform Ethics Code adopted by the NJ State Ethics Commission and the State Policy Prohibiting Discrimination in the Workplace, the New Jersey Department of the Treasury requires the disclosure of all relatives, consensual personal relationships, and cohabitants. No Treasury employee may supervise or exercise any authority with regard to personnel actions involving his/her relative, anyone with whom there is a consensual personal relationship, or anyone with whom they cohabit.

Relative means an individual's spouse/domestic partner/civil union partner, or the individual or spouse's/domestic partner's/civil union partner's parent, child, brother, sister, aunt, uncle, niece, nephew, cousin, grandparent, grandchild, son-in-law, daughter-in-law, stepparent, stepchild, stepbrother, stepsister, half-brother or half-sister, whether the relative is related to the individual or the individual's spouse/domestic partner/civil union partner by blood, marriage or adoption.

Consensual personal relationship means marriage, engagement, dating or other ongoing romantic or sexual relationships.

Cohabitant means non-related persons who share a household under circumstances where there is financial interdependence.

Treasury requires the disclosure of all relatives and consensual personal relationships to be promptly reported directly to the Division of Administration Director's Office. Confidentiality shall be maintained to the extent possible and practicable. This information may be shared with Treasury's Ethics Office as deemed necessary. Upon receiving notice of the relationship, Administration may address any situation as necessary in consultation with the Ethics Officer. This may include, but is not limited to, changing the reporting relationships or transferring any employees/interns involved. Failure to provide notification to Treasury may result in discipline up to and including termination and the denial of legal representation and indemnification by the State in the event that a lawsuit is filed having a connection with a personal relationship. Employees are under a continuing obligation to promptly report personal relationships that develop during the course of their employment.

- I DO NOT have a relative or a consensual personal relationship, as defined above, with anyone working for the Department of the Treasury.
- I DO have a relative or a consensual personal relationship, as defined above, with anyone working for the Department of the Treasury, identified as follows:

Name	Relationship	Division and Work Location

ACKNOWLEDGE & SIGNATURE

- I certify that the information on this form to the best of my knowledge and belief is true, complete and accurate. I understand that any misleading or incorrect information, willful misstatement, or omission of a material fact may be just cause for disciplinary action up to and including termination. I understand my obligation to promptly report personal relationships that develop during my employment.
- By checking this box, I acknowledge I am expected to attend the entire internship program as agreed with Treasury management.
- By checking this box and typing my name below, I am electronically signing this application. I understand that an electronic signature has the same legal effect as a written signature.

Signature _____ Date _____