



NEW JERSEY DEPARTMENT OF THE TREASURY INTERNSHIP OPPORTUNITY

POSTING #: 2023 - 006-I	ISSUE DATE: October 12, 2023	CLOSING DATE: November 6, 2023
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TITLE: Paid Intern	HOURLY RATE: \$17.50 – \$21.50
DIVISION: Purchase & Property	WORKWEEK: Up to 25 hours
UNIT: Purchase & Property	LOCATION: Trenton, 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 Division of Purchase & Property (DPP) serves as the State's central procurement agency and includes the Procurement Bureau, the Contract Compliance and Audit Unit (CCAU), the Hearing Unit, the Operations Unit, and Distribution and Support Services (DSS). The Procurement Bureau is responsible for the State's publicly advertised, competitive procurement process and the State Cooperative Purchasing Program. The CCAU is responsible for executive agency waivers of advertising, contract dispute resolution, suspension and debarment of suppliers, contract audits, contract manager training, contract administration, Chapter 51/EO 117 compliance State Contract Manager training and Equal Employment Opportunity/Affirmative Action compliance. The Hearing Unit is responsible for performing legal reviews of intended contract awards. The Operations Unit is responsible for NJSTART (the State's electronic procurement system), bid openings and reviews, State P-Card administration, marketing outreach and facilities management. The DSS is responsible for purchasing and distributing goods throughout the State of New Jersey, and for the sale of surplus State property.

Intern(s) in the Contract Compliance and Audit Unit (CCAU) will assist with Equal Employment Opportunity (EEO) and general CCAU matters; State contract management work and related projects; work on Chapter 51 issues (website, FAQs & other docs); perform research, clerical work, and provide customer service support; delegated Purchasing Authority transactions reviews; and waivers of Advertisement review. Intern(s) in the General Services unit will assist with General office and clerical duties.

Preferred Background:

- Liberal Arts, History, Political Science, Policy Planning, or Urban Planning
- Solid written and verbal communication skills
- Excellent customer service skills
- Understanding and following processes, policies and procedures

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
(Please list **"2023-006-I Purchase & Property"** in the Subject Line)

Interviews will be granted on the basis of the resume.