



Philip D. Murphy
Governor

Tahesha L. Way
Lt. Governor

STATE OF NEW JERSEY
CIVIL SERVICE COMMISSION
DIVISION OF ADMINISTRATIVE AND EMPLOYEE SERVICES
Office of Human Resources
P.O. Box 323
Trenton, New Jersey 08625-0323

Allison Chris Myers
Chair/Chief Executive Officer

Summer Internship Opportunity

Do you have an interest in Labor/Employment, Human Resources, Business Administration, Communication, or Political Science? If so, we encourage you to **apply for this paid, non-credit, summer internship no later than May 24, 2024.**

Intern Description:

The Civil Service Commission is in search of a college or high school student to assist with special projects/tasks set out by various team members in the Office of the Chair/Chief Executive Officer.

We are looking for a dynamic, energetic intern who is eager to learn about the Commission. You will be working closely with our team throughout the office and gain hands-on job experience assisting with special projects, as needed, in Classification/Compensation, HR Policies and Procedures, Communications, Legislation Research and Analysis, and/or Constituent Relations.

Internship: Summer

Internship Type: Non-credit

Internship Location:

44 S. Clinton Avenue, Trenton NJ 08625

Work Week: Monday – Friday

Intern Level: High School/College

Internship Pay: Paid (Min. Wage)

Internship Duration:

June 1, 2024 – August 9, 2024

Hours: 9AM – 4PM (30 Hours)

Requirements:

- College or high school student
- Eager to learn and work with various team members
- Excellent verbal and written communication skills
- Ability to multi-task
- Efficient computer skills

To apply, please submit a cover letter and resume to Bev Hamilton, Manager, HR, PO Box 323, Trenton, NJ 08625 or HRSupport@csc.nj.gov

