



State of New Jersey

Human Resources Internship (unpaid)

Name and Location of Agency/Department Requesting Intern:

NJ Casino Control Commission
Office of the Chief of Staff
Human Resources & Administrative Services Unit
Tennessee Avenue and Boardwalk
Atlantic City, NJ 08401

Functions of Agency/Department:

The Human Resources and Administrative team is responsible for ensuring the accuracy and compliance of programs and activities in human resources, including compensation, payroll and leaves of absence activities, recruitment, performance assessment programs, employee relations, training, and related administrative functions.

Intern Duties/Responsibilities:

Participate in general human resource and administrative functions such as receiving and researching general inquiries, updating and tracking payroll and other data, forecasting and recruitment; participate in research and analysis on a wide range of administrative matters related to the development of policies and procedures, facilities and records management; participate in staff meetings and assist in other day to day HR activities.

Educational Requirements:

The position is best suited for students working towards a Bachelor's degree in human resources or related field. Applicants should have successfully completed at least one year of collegiate coursework, two years or more is preferred.

Skills, Training or Qualifications:

The Commission is seeking students who express a sincere interest in a career in human resources in a business or a governmental regulatory agency. Previous office experience is preferred. Applicants must have the ability to handle confidential and sensitive information. Strong interpersonal skills, attention to detail with excellent written and verbal communication, along with the ability to work independently as well as in a team environment is essential.

Time Commitment:

Minimum 12 – 20 hours per week for 8 – 10 weeks. Internship hours must occur during normal business hours (Monday – Friday between 8:30 A.M. and 4:30 P.M.) Applicants able to schedule the maximum hours/duration listed for the internship typically gain a more in-depth experience.

Benefits Available to Intern:

Although this is an unpaid internship that does not lead to permanent employment, students are offered an excellent opportunity to gain a vast experience in human resource and employee management, apply academic knowledge, develop career skills, build their resumes, and explore career options with State of New Jersey agencies/departments.

Application deadline: May 17, 2019

Apply Online:

Submit a Letter of Interest (cover letter) and Resume to: HRRESUME@CCC.STATE.NJ.US
In your cover letter, indicate whether you are applying for a **Summer** or **Fall** internship.