



State of New Jersey

Research & Analysis Internship (unpaid)

Name and Location of Agency/Department Requesting Intern:

NJ Casino Control Commission
Policy Planning & Development Unit
Tennessee Avenue and Boardwalk
Atlantic City, NJ 08401

Functions of Agency/Department:

The Policy Planning & Development (PPD) Unit monitors trends and emerging technologies in the operation of casinos. It identifies and evaluates economic trends and opportunities, performs ongoing studies and prepares myriad charts and graphs used internally and in the Commission's Annual Report.

Intern Duties/Responsibilities:

Participate in monitoring and evaluating economic information related to the gambling and hospitality industry; prepare charts and graphs, verify data, contribute to planning for the Annual Report. Other duties may also be assigned.

Educational Requirements:

The position is best suited for students with a background in accounting, business administration, business law, economics, finance, information systems, policy analysis, research methods, statistics, or a closely allied 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 the gambling and hospitality industry or a governmental regulatory agency. Previous office experience is preferred. Applicants must be proficient in Microsoft Office, including spreadsheet applications. Internet research experience and ability to understand financial reports is a plus. Attention to detail, the ability to plan and organize research, and excellent communication skills are 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 experience in research methods and data analysis, 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.