



State of New Jersey

Sustainability Program Internship (unpaid)

Name and Location of Agency/Department Requesting Intern:

NJ Casino Control Commission
Office of the Chief of Staff
Tennessee Avenue and Boardwalk
Atlantic City, NJ 08401

Functions of Agency/Department:

The Office of the Chief of Staff ensures that the Commission functions effectively. It directs strategic planning, fiscal operations, public information functions, the budget process, human resources and all administrative matters, agency-wide policy development and the implementation of plans and policies.

Intern Duties/Responsibilities:

Research and propose environmental sustainability policy as part of the process lifecycle for procurement, inventory management, and disposal programs of a government agency. Assist in identifying tactics and action plans for sustainable procurement goals. Create and deliver practical and actionable recommendations. Other duties may also be assigned.

Educational Requirements:

The position is best suited for students with an interest in sustainability, organizational culture, or ethics and a background in accounting, business administration, business law, economics, environmental science, 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 sustainability management, business ethics, or a governmental regulatory agency. Previous office experience is preferred. Applicants must be proficient in Microsoft Office. Internet research experience, 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 and presentation methods, 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.