



State of New Jersey

OFFICE OF THE SECRETARY OF HIGHER EDUCATION

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POSTING: Undergraduate Internship Positions Available

The State of New Jersey, Office of the Secretary of Higher Education seeks undergraduate student interns to conduct research, policy analysis, and assist with other special projects as needed.

The Undergraduate Fellowship presents a unique opportunity to have a close view of policymaking for postsecondary education at an exciting time in the State's future, with a new administration focused on higher education as a central theme of economic success.

Interested candidates must have excellent writing skills, email and oral communication, research ability, and organization. Familiarity with New Jersey institutions and policy organizations is preferred.

The intern will be expected to adapt to and work in a fast-paced environment, being exposed to the multiple facets of a government agency, including, but not limited to, the following:

- policy–research and idea development
- state and federal legislative bill tracking
- planning and facilitation
- communications–writing and editing
- attending meetings and/or events

The Undergraduate Internship is unpaid. The Office of the Secretary of Higher Education will work with academic programs to provide credit for the internship experience.

Fellowship Dates:

May 20th to August 10th; part-time and full-time opportunities are available.

Application process:

Please send a resume and cover letter expressing interest and qualifications to: humanresources@oshe.nj.gov

Application deadline: April 20, 2018