Summer 2018 Internship Guide

Office of the Governor

Name of Company / Association / Organization: Office of the Governor

Internship Coordinator: Quincy Charleston
Coordinator’s Phone / Email: quincy.charleston@nj.gov

Location of Internship: 225 West State Street
# of Summer 2018 Interns Accepted: Varies

Dates / Length of Summer Internship: Summer Term: May-August
Required Hours/Week: 12 hours

Is there some type of salary or stipend? No
If so, how much? Unpaid

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)

Students must complete an intern application. The form is found online at http://nj.gov/governor/admin/internship.shtml

Along with the application, students will need to provide a cover letter, resume, and a writing sample. The writing sample has no length/topic requirement, it is meant to showcase writing abilities. Email all forms to quincy.charleston@nj.gov.

Intern work areas: Clerical ☒ Research ☒ Errands ☐ Organizing ☒

Please explain the work that will be required of the intern: Interns will be charged with various duties. Their tasks may be to draft letters, answer phone calls, or help out with everyday office tasks. There are different offices within the Governor’s Office such as constituent relations, communications, and other offices where daily tasks differ.

Will there be opportunities for the intern to observe:

Internal strategy sessions? ______ Legislative sessions? ______ Committee hearings? ______

Is the intern expected to work evenings and weekends? If so, please explain.

Do you have any suggestions for the applicants?

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