



### **New Jersey Division on Civil Rights Housing Unit Internship Application**

The New Jersey Division on Civil Rights (DCR) seeks two (2) highly motivated interns with a passion for protecting civil rights, to participate in its internship program. The internship will last eight (8) weeks with an estimated and flexible start date of on or around **May 28, 2024**. Start dates will coincide with established HR internship orientations. The intern will work in DCR's Trenton office. **This is an unpaid opportunity of a minimum 21 hours per week and course credit options may be available.**

This internship offers experience to students interested in learning about DCR's Housing Unit work and enforcement of the New Jersey Law Against Discrimination in housing to protect the people of New Jersey from discrimination and bias-based harassment in housing.

Investigators in this unit investigate complaints in a thorough and objective manner, including by reviewing relevant documents, interviewing witnesses and gathering evidence to determine whether there is probable cause to believe that the LAD has been violated. The intern will report to an investigator in the Housing Unit and assist in these investigations.

#### **Qualifications:**

- Completion of at least the equivalent of two semesters of college coursework (not including high school AP classes) by the time they begin this internship.
- Proficiency using Microsoft Office Suite and Outlook scheduling.
- Applicants should have strong writing skills, attention to detail, ability to multitask, and interpersonal skills
- Applicants should be collaborative, open-minded, enthusiastic, hardworking and devoted to the mission of DCR.

**To apply, please submit the following application materials by March 1, 2024 to [France.Casseus@njcivilrights.gov](mailto:France.Casseus@njcivilrights.gov).** The following must be submitted for consideration:

- Cover Letter
- Resume
- Unofficial school transcript

**In the cover letter, please indicate whether you plan to receive course credit for the internship.**

Please note that you must complete a Confidential Background Investigation Clearance Form if you intend to accept an offer for a position in the internship program. **Please visit our website to learn more about us: [www.njcivilrights.gov](http://www.njcivilrights.gov)**