

Criminal Justice Assistant Project Manager INTERNSHIP



Minimum Knowledge, Skills & Abilities

- Must be proficient in Microsoft Office 2007
- Considerable interpersonal, oral & written communication skills
- Ability to work independent or in groups with minimal supervision
- Must sign confidentiality agreement
- Must be able to pass background investigation
- Ability to conduct business analyses at stakeholder agencies to document requirements.
- Ability to research, analyze & interpret State Statutes
- Conduct investigation meetings with Agency level Manager or Staff
- Provide recommendation to the CJIS Administrative Committee and CJIS Governing Board on finding at the conclusion of the research
- Must adhere to Bureau of Enterprise Systems and Technology's (Best) Internet usage rules.

To apply visit:

www.ct.gov/opm/internship

Send completed application and materials to:

opm.internships@ct.gov

For further information contact:

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Director of Organizational & Staff Development

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Additional contact:

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CIDRIS Project Business Manager

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Learn Valuable

Job Skills & Experience

Learn valuable job skills that can help you gain high level experience in the field of Criminal Justice. Interns will assist professionals in the support and implementation of key Criminal Justice Information System (CJIS) Governing Board initiatives by conducting field research and providing technical assistance on current criminal justice topics. This internship is un-paid and is a minimum of ten hours per week. Visit us on the web:

<http://www.ct.gov/opm/cwp/view.asp?a=2969&q=3>



Interns will have opportunities to:

Learn About Government – Learn how the legislative process works in Connecticut, the value of OBTS and the capability it offers with investigation work from a Criminal Justice perspective.

Work with other interns on agency-wide projects – Build networks and relationships with professionals and other interns to gain real world job experience.

Create and Monitor Tasks – Assist the Program Manager with creating and monitoring tasks for the OBTS and CIDRIS programs currently in process.



Setup meetings – Set up meetings to determine the level of effort and progress of staff members and interns working on each task.

Prepare weekly reports – Create a Project Plan to layout tasks and timelines to ensure a successful completion of this initiative.

The deadlines for applications are as follows:

Summer Intersession - April 1

Fall Semester – July 1

Winter/Spring Semester- December 1

Late applications will be considered