

Criminal Justice CISS Business Analyst INTERNSHIP



Minimum Knowledge, Skills & Abilities

- Must be proficient in Microsoft Office 2007
- Current enrollment as an undergraduate senior or graduate student.
- Must be able to pass background investigation
- Must sign confidentiality agreement
- Preferred knowledge of, but not required; Access, Visio, Power Point, Excel, Rational Jazz, UML or other analysis tools
- Considerable interpersonal, oral & written communication skills
- Ability to work independently or in groups
- 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:

Bette Jenak

Director of Organizational & Staff Development

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Additional contact:

Gary Wollman

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, OPM's role in State government, and how it translates into legislation.

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

Create business use cases - Understand the agency's business processes and translate them to use cases. Work with agencies to determine the type of data that needs to be shared with other agencies and stored in CISS.



Gather data from agencies – Prepare an accurate and detailed Requirement Traceability Matrix document with the data gathered from the agencies.

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