



**NEW JERSEY  
DEPARTMENT OF THE TREASURY**

**OFFICE OF  
ADMINISTRATIVE LAW**

**Internship Opportunity**

The NJ Office of Administrative Law is seeking current law students to serve as paid interns in its Newark and Trenton offices.

**Internship Description**

Gain real-world research, analytical, and writing experience under the guidance of administrative law judges, supervising attorneys, and current law clerks.

Interns will gain exposure to the procedural aspects of administrative law and a wide variety of substantive areas, which may include environmental, employment, education, special education, consumer affairs, and human services.

Duties will include conducting legal research on issues that arise in contested cases; reviewing final agency decisions; cataloging legal memoranda; as well as observing hearings and other pre-trial procedures.

**Suggested Background**

- Impeccable research and writing skills
- B+ or better in Legal Research & Writing
- Overall GPA of at least 3.2

**Requirements**

- Currently enrolled as a full-time law student

**Work Schedule**

Flexible work schedule with an estimated 15 - 25 hour workweek. A hybrid work schedule is available.

**Compensation**

\$21.50 per hour

**Apply Now**

Submit your cover letter, resume, transcript, and writing sample to [Treas.Internship@treas.nj.gov](mailto:Treas.Internship@treas.nj.gov) & [Jennifer.Campbell@oal.nj.gov](mailto:Jennifer.Campbell@oal.nj.gov)