

Internship Opportunity

The Department of Social Services, Office of Community Services is looking for undergraduate students seeking an internship opportunity in the summer months. Our mission is to provide students interested in the areas of state government with a rewarding educational experience. The Office of Community Services within the Division of Integrated Services administers a wide variety of grant programs, using state funds, federal block grant funds and federal categorical grant funds. The office also managed grant-in aid projects based on the proceeds of state general obligation bond funds.

Placement Opportunity:

Department of Social Services Central Office located at 55 Farmington Avenue, Hartford, CT 06105

Internship Description:

Undergraduate Intern: The Intern will be assigned the specific task of categorizing the Bond Funds contract files, documents and updating the current database. This involves review of materials within the contract file to determine if ten years have expired since the contract end date resulting in the need for official termination. The Intern will also verify contracts that require a lien, if it is more than ten years, to prepare the necessary paperwork to release the lien. The intern will also send letters to contractors that are not in compliance with annual submittals of correspondence documenting the continued use of the facilities for which the grant-in-aid funds were awarded. The Intern will develop reporting tools to monitor Bond Fund compliance activities. Finally, the Intern will review and update, as appropriate, existing procedures and guidance.

Candidate Qualities:

A good candidate for this position will have a positive attitude, be eager to learn, and proactive in finding ways to assist the office. He or she should maintain a professional appearance and manner, as well as work well under pressure and be well-organized. Proficiency with Microsoft Word, Excel and knowledge of how to use office copy machines is required. The candidate should have experience in the development of program procedures and forms. Previous experience in a professional office setting is helpful but not necessary.

Available shifts:

The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The Intern should plan to work between 20 to 25 hours per week.

School Credit:

This is an unpaid internship. However, arrangements may be made with many schools for students to earn credit for their work.

Application Procedure:

Internship recruitment is ongoing and available until the project is completed. If interested, please email your resume with a cover letter and two letters of recommendation including your availability to carlene.taylor@ct.gov

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.