

Bureau of Assets Management

# Asset Management INTERNSHIP



## Minimum Knowledge, Skills & Abilities

- Current enrollment in an undergraduate degree program
- Considerable interpersonal, oral and written communication skills
- Ability to work independently or in groups
- Strong organizational and analytical skills
- Proficiency in Microsoft Office 2007
- Experience with Microsoft Access
- Ability to independently conduct a research project and report on findings

## To apply visit

[www.ct.gov/opm/internship](http://www.ct.gov/opm/internship)

Send completed application  
and materials to:

[opm.internships@ct.gov](mailto:opm.internships@ct.gov)

For further information contact:

**Bette Jenak**

Human Resources Unit

Email: [Bette.Jenak@ct.gov](mailto:Bette.Jenak@ct.gov)

Phone: (860) 418-6324

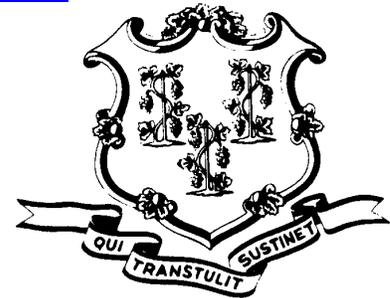
**The deadlines for applications are as follows:**  
**Fall Semester – July 1**  
**Winter/Spring Semester- December 1**  
**Summer Intersession - April 1**

*Late applications will be considered*

## Learn Valuable Job Skills & Experience

As an intern within the Bureau of Assets Management, you will gain valuable insight into the State of Connecticut's real estate policies and procedures while learning how the Bureau of Assets Management develops accurate, timely and unbiased, research-based information which is used for the support and development of Connecticut's strategic real estate policy and planning initiatives. This internship is un-paid and is a minimum of 10 hours per week. Visit us on the web:

[www.ct.gov/opm](http://www.ct.gov/opm)



## Interns will have opportunities to:

**Maintain, coordinate, and update the State's building inventory program** – Coordinate building inventory submissions from multiple state agencies; assess the accuracy and completeness of the information in the system and recommend and implement appropriate quality control measures; assist in utilizing the state building inventory to determine appropriate agency space needs and respond to public inquiries.

**Conduct a research project** – Investigate the methodologies used by other states to dispose of their surplus real estate; document your findings in a written report; prepare, coordinate and present findings via an oral presentation.

**Learn about the Legislative Process for the State of Connecticut** – Discover what role OPM has in the Legislative Process and how hard work at OPM translates into legislative action.

**Work with other interns on agency-wide projects** – Build relationships with the other interns as well as learn about each person's unique experience.