

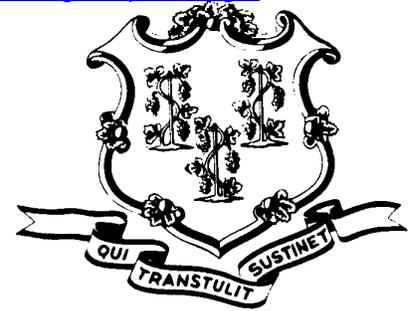
## Budget and Financial Management Division

# Budget INTERNSHIP

## Learn Valuable

### Job Skills & Experience

As an intern with the Budget Division of the Office of Policy and Management, you will gain valuable insight into the State of Connecticut's budget formulation and execution. The intern will learn the critical role of the Office of Policy and Management in the preparation of the Governor's Recommended Budget as well as the division's fundamental role in the state's finances. This internship is un-paid and is a minimum of 10 hours per week. Visit us on the web: [www.ct.gov/opm/budget](http://www.ct.gov/opm/budget).



### Interns will have opportunities to:

#### Minimum Knowledge, Skills & Abilities

- Proficiency in Microsoft Office
- Current enrollment in an undergraduate or graduate degree program
- Preference will be given to students pursuing a degree in Finance, Economics, or Public Policy
- Ability to analyze, manipulate, and interpret data
- Considerable interpersonal, oral and written communication skills
- Ability to work independently or in groups

#### 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*

***Gain experience in the budget process for the State of Connecticut*** – See the role that the Budget Division has in the formulation and execution of the State's budget.

***Gain experience in the legislative process for the State of Connecticut*** – See the role that the Budget Division and OPM have in the legislature, learn techniques used by budget staff to review and make recommendations on legislation.

***Learn about the Budget Division's role in support of the Governor*** – See how OPM provides analyses, evaluations, and recommendations on all issues; including but not limited to policy, economic, labor relations, pensions, revenues and capital financing and how those impact the development and implementation of the State's financial and programmatic policies.

***Work with budget staff***- Ensure compliance with applicable state laws, administrative policy, legislative intent and Judicial decisions as they relate to agency fiscal budgets.

***Work with other interns on projects involving budget and financial management*** – Build relationships with budget staff and other interns as well as learn about each person's unique experience.

