

Criminal Justice Policy & Planning Division

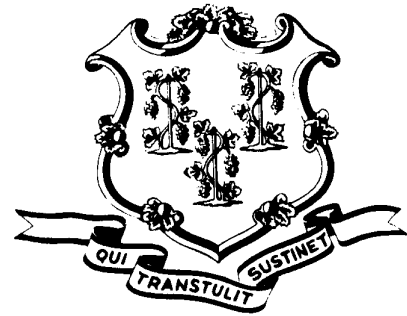
Criminal Justice Adult INTERNSHIP



Learn Valuable

Job Skills & Experience

As an intern in OPM's Criminal Justice Policy and Planning, Adult Division, you will work closely with analysts through all aspects of grant management, application reporting, and administration. Additionally, you will also learn how funds are allocated and handled for: law enforcement agencies, non-profits, and victim advocate services. This internship is un-paid and is a minimum of 10 hours per week. Visit us on the web: www.ct.gov/opm/CriminalJustice/AdultPrograms



Interns will have **opportunities to:**

Minimum Knowledge, Skills & Abilities

- Must be proficient in Microsoft Office 2007
- Current enrollment in an undergraduate or graduate degree program
- Ability to manipulate, analyze and interpret research data
- Considerable interpersonal, oral and written communication skills
- Ability to work independently or in groups

Work closely with Non-Profit Agencies- Collect information and contact non-profit organizations which are related to helping victims of domestic violence and sexual assault.

Learn about the Grant Process- Assist in proofreading sub-grantee applications and extract programmatic data from applications.

Work closely with the STOP VAW Advisory Committee- Serve on the Stop Violence Against Women (STOP VAW) Advisory Committee with the grant manager and perform support work associated with the committee

Work on projects that impact grass roots and cultural information- Research new organizations that help under-served populations.

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

To apply visit:

www.ct.gov/opm/internship

OR

Contact: **Claire M. Nolin Ph.D.**,
Director of Organizational & Staff
Development

Email: claire.nolin@ct.gov

Phone: (860) 418-6350

The deadlines for applications are as follows: Fall 2009- August 1, 2009; Spring 2010- December 1, 2009; Summer 2010- April 1, 2010. Late applications will be considered.

