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| **Job Title:** | Intelligence Unit Intern | **Job Code:** |  **Z999** |
| **Dept(s) /** **(Sub-Dept)** | NJTPD Intelligence Unit | **Number of position(s)****needed:** | 2 |
| **Remote Status:****(If not remote location):** | Yes/ No (circle answer)If no, where will they work? HQ 7th Floor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Mgmt. Center:**  | 9400 |
| **Student year in school:****(i.e., Sophomore, Junior, etc.** |  Preferred: Sophomore and above | **Preferred Major:** | Criminal Justice, Homeland Security/Foreign Affairs, Political Science, Statistics |
| **Reports to Hiring Manager:** | Janice Rufino, Director of Intelligence | **Phone number of Hiring Manager:** | 973-491-8661 |
| **Position funding (Operating, Capital, P&E, CPI):** |  | **Id CO/task for Capital, P&E & CPI** |  |
| ***The specifications outlined are intended to present a descriptive list of the range of duties performed by the interns in this position. The specifications are not intended to reflect all duties performed within the job.*** |
| **Roles and Responsibilities** |
| The Intelligence Unit intern(s) will be charged with the following duties and responsibilities:  review sources of information for relevance to NJ Transit PD/Intelligence Section’s mission, assist Intelligence Unit staff with video surveillance preservation requests, collection of information to satisfy Chief of Police intelligence requirements and production of intelligence products including, but not limited to: strategic intelligence products, Field Intelligence Reports, BOLOs, Compstat presentations, review of subject detail and indices checks, when applicable, as well as open source and social media information for events impacting NJ TRANSIT operations and individuals subject to criminal investigations.  Additionally, Police Officers may take interns to off-site experiences for situational awareness of Unit responsibilities.   |
| **Education/ Experience Preferred:** |
| Applicable coursework relevant to subject matter of the NJ Transit PD and Intelligence Section, pursuant to desired majors. Prior work experience in any field is requested, but not required. Prior law enforcement or homeland security/governmental internship experience is a plus. |
| **Knowledge and Skills:** |
| Computer literacy is a must including knowledge of Microsoft Office products (Word, Excel, Access, Outlook, Teams), as well as general social media and open-source research tools. Individuals chosen for this internship must be aware of sensitivity and confidential nature of law enforcement matters. |
| **Working Environment (outside/ in the office/ in a trailer, virtual, etc.)** | **Physical Demands** |
| Selected candidates would be expected to work in the office, unless COVID-19 requires otherwise. | None |
| **Other Conditions of the Position**  |  |
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| **\*If you have a current intern and are requesting an extension through the summer\*:** |
| **Name of Intern\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****\*\*\*\*MUST ATTACH UPDATED TRANSCRIPT\*\*\*\*** |
| **Approved:****SVP’s Signature** |  | **Date:** |  |