State of New Jersey
Board of Public Utilities
44 South Clinton Avenue
Trenton, New Jersey 08625

Paid Internship Opportunity
This is an in person position

Division: Office of Information Technology

Number of Positions: One (1)

Salary: $20.00 per hour

Work Hours: 10-28 hours per week (varies depending on semester)

General Unit Description: The Board of Public Utilities Office of Information Technology's (IT) mission is to support and ensure the core business needs of the agency through the development, use and support of new technologies and information systems. The Office of Information Technology's responsibilities are also to provide an integrated exchange of data with stakeholders; to identify emerging technologies and trends; to improve employee productivity and reduce operating costs; to advise management of IT best practices; and to deliver timely and accurate services to stakeholders in a professional and courteous fashion.

What you will do:

Under the direction of the Chief Information Officer (CIO), an intern will be given the opportunity to learn and develop skills in IT, which include:

- Configuration, installation, troubleshooting and maintenance of network hardware and software.
- Perform special projects as determined by the CIO.
- Assist in needs analysis for projects and research solutions.
- Assist in updating user and technical documentation.

What you will learn:

- Gain hands on practical experience to the full gamut of Help Desk roles and responsibilities.
- Relational Database querying and reporting.

- Inventory and Cataloging of hardware and software.

What we'd like to see:

- Energetic, organized and detailed individual. Skilled with today's technology, including MS Teams and Office 365.
- Highly developed interpersonal skills and the ability to work well in a team-based or independent environment.
- Willingness to learn new things.

Education/Experience: Recent graduates or current students with at least 2 years of college experience, from an accredited college or university, majoring in Computer Science or related fields. BPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

Estimated Project Duration and Work Schedule: The NJBPU requires interns to work a minimum of 10-28 hours per week (varies depending on semester) in-person. An extension into the next session will be taken into consideration.

Note: We invite members of all diverse communities to join our workforce as we endeavor to best serve New Jerseyans from every background. We believe that by welcoming differences, encouraging new ideas and views, listening to and learning from each other, and providing opportunities for professional enrichment we are better able to serve those around us.

To Apply: Please submit the following to humanresources@bpu.nj.gov: resume; brief writing sample; most recent transcript (unofficial copy acceptable); Personal Relationships Disclosure Form (Click Here) and three references (name and phone number for either professional or educational contacts).

In the subject line, please follow the format of "NAME [first last], Semester Year [i.e. Summer 2025], and Division [i.e. Reliability and Security] Intern Application". Applications are due one month prior to the start of the internship cycle, so if you are applying for a Summer role, your application is due no later than May 1 of the given year.

Note: Interns must be New Jersey Residents or attend a New Jersey college or university.

Visit us at: https://nj.gov/bpu/

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.