



**State of New Jersey
Board of Public Utilities
Trenton, New Jersey**

Paid Internship Opportunity

Posting # 22-2019

Division: Chief of Staff's Office

Number of Positions: One (1)

Salary: \$15.00 per hour

Work Hours: 6 hours per week min. – 15 hours per week max.

General Unit Description: The Chief of Staff's Office is responsible for managing the day-to-day operations of the agency. The Chief of Staff provides direct oversight of several Divisions within the Board and provides policy advice to the President and Commissioners. The Office is responsible for liaising with the Governor's Office, overseeing implementation of major policy issues, preparation of the annual legislative budget hearings, and engaging with external stakeholders.

Project Description: The Intern will work directly with the Chief of Staff and Deputy Chief of Staff conducting policy research and analysis and coordinating stakeholder engagement. The intern will gain valuable research, analysis and communication skills. The Intern will gain insight into the structure of various agency programs and the functions of a regulatory government agency.

Internship Learning Objectives/Marketable Skills:

- Perform confidential legislative and policy research related to BPU programs.
- Assist in the update of the 2019 New Jersey Energy Master Plan.
- Attend Board Meetings.
- Participates in internal staff and external stakeholder meetings.
- Assists with implementation of various Clean Energy initiatives (i.e. Offshore Wind, Solar, Electric Vehicles, etc.)

Education/Experience: Recent graduates or current students with at least 2 years of college experience, from an accredited college or university, in a related area of study: economics, business, law, political science, or other public policy fields. Strong research, writing, and

editing skills are required. Proficiency in Microsoft Office is required. BPU will work with an educational institution's cooperative education office to enable students to obtain college credit.

Estimated Project Duration and Work Schedule: Spring session, 2-3 days a week with flexible hours. BPU requires that interns work a minimum of 10 weeks with no less than 6 hours per week. In addition, the Spring 2020 internship program will run from January 27, 2020 through May 15, 2020. Extension into the Summer 2020 semester will be taken into consideration.

To Apply: Please submit the following to humanresources@bpu.nj.gov by December 6, 2019: resume; brief writing sample; most recent transcript (unofficial copy acceptable); and three references (name and phone number for either professional or educational contacts).

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