



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

**Paid Internship Opportunity**

**Posting # 26-2019**

**Division:** Division of Energy

**Number of Positions:** Two (2)

**Salary:** \$15.00 per hour

**Work Hours:** 6 hours per week min. -15 hours per week max

**General Unit Description:** The Division of Energy oversees the operations of the gas and electric utilities in New Jersey and makes policy recommendations to ensure that these regulated utilities provide safe, adequate service at reasonable rates while complying with the New Jersey Statutes and the New Jersey Administrative Code. The Division of Energy is also charged with recommending modifications to existing rules and mandates as needed in order to adapt to current market conditions, policy trends, and technology which allows the Board to fulfill its legal duties under New Jersey Statute. The Division coordinates the Basic Generation Service (BGS) auction, as well as Utility Consolidated Billing and Purchase of Receivables.

**Project Description:** The Energy Intern will have the opportunity to work with the Director to learn and develop an understanding of our role in the Energy industry. Tasks will include:

- Assist in the review of utility rate applications, which includes utility rates and rate design, multi-issue orders impacting infrastructure, cost recovery and adjustments.
- Contribute to the review of formal petitions filed by utilities and other interested parties with the Energy Division.
- Contribute to the process of rate approval.
- Assist in development of agenda packages and reports to senior staff.
- Compilation of data reported from the industry and production of reports.
- Assist with review of constituent verbal and written complaints and responses to such complaints.
- Aid in facilitating program approvals.

**Internship Learning Objectives/Marketable Skills:** The Energy Intern will gain insight into the regulation and applications of utility rates and rate design, multi-issue orders impacting infrastructure, cost recovery and adjustments, and learn the process to approve rates, tariffs and facilitate program approvals.

**Education/Experience:** Recent graduates or current students with at least 1-2 years of college experience in the accounting, business management, or engineering from an accredited college or university. Strong writing and editing skills required. 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:** 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](mailto: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).