



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

Paid Internship Opportunity

Posting # 23-2019

Division: Division of Water

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 Division of Water oversees the operations of the State's investor owned water and wastewater utilities 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 Water is also charged with recommending modifications to existing rules and mandates as needed in order to adapt to evolving environmental regulations, policy trends, and technology which allows the Board to fulfill its legal duties under New Jersey statutes.

Project Description: The Water Intern will have the opportunity to work with the Director to learn and develop an understanding of our role in the Water and Wastewater 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 Water 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.

Internship Learning Objectives/Marketable Skills: The Water 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 one to two years of college experience in accounting, business management, or engineering from an accredited college or university. Strong writing and editing skills required. The 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 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).