



**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: Division of Energy and Water

Number of Positions: One (1)

Salary: \$15.00 per hour

Work Hours: 10-20 hours per week (varies depending on semester)

General Unit Description: The Division of Energy and Water oversees the operations of the regulated and/or jurisdictional electric, gas and water utilities in New Jersey and makes policy recommendations to ensure that these 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 and Water 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.

Project Description: The Energy and Water Intern will have the opportunity to work directly with Division Staff, assisting in the review of utility rate applications; which includes utility rates and rate design, multi-issues orders impacting infrastructure, cost recovery and associated adjustments. The intern will gain valuable analysis, communication, critical thinking, Microsoft Excel & Word, and research skills. The intern will also gain insight on the fundamentals of energy and water regulation.

Will you will do:

- Report to their assigned Staff mentor.
- Contribute to the review of formal petitions filed by utilities and other interested parties.
- Assist in development of fact sheets, discovery, agenda packages and reports to upper management or senior staff.
- Compilation of data reported from the industry and production of reports.
- Aid in facilitating program approvals.
- Contribute to the process of rate approval.
- Review tariffs for compliance.

What you will learn:

- A brief overview of the fundamentals of energy and water regulation.
- How and why rates and its associated tariffs are approved or declined.
- Societal implications associated with proposed and/or approved tariffs.

What we'd like to see:

- Great interpersonal and organization skills.
- Strong mathematical, research, statistical and writing skills.
- Proficiency in Microsoft Office.
- The ability to work in teams and multi-task.

Education/Experience: Recent graduates or current graduate or undergraduate students with at least two (2) years of college experience, from an accredited college or university, majoring in the accounting, business management, or finance. 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.

Prior work experience, related or unrelated to the utility industry will also be considered.

Estimated Project Duration and Work Schedule: The NJBPU requires interns to work a minimum of 10-20 hours per week (varies depending on semester). 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. Spring 2023], 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.