



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

Unpaid Internship Opportunity

Posting # 06-2018

Division: Counsel's Office

Number of Positions: Two (2)

General Unit Description: The Counsel's Office is responsible for providing legal services. The Office is also responsible for identifying potential legal problems, bringing them to the attention of appropriate personnel, explaining options and the risks associated with each, and assisting staff in carrying out the actions decided upon by management.

Internship Learning Objectives/Marketable Skills: The Counsel's Office Intern will work with the Chief Counsel and Legal Specialists to:

- Perform confidential legal, legislative and policy research related to BPU programs.
- Assist in development of agenda packages, memoranda and reports to senior staff.
- Contribute to the review of formal petitions filed with the BPU.
- Respond to inquiries from outside counsel and other public agencies.
- Review/summarize testimony and comments submitted to and by state and federal agencies and stakeholders involving utility matters.
- Attend Board Meetings.

Education/Experience: Recent graduates or current students with at least 1-2 years of college experience in law from an accredited college or university. 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 2019 internship program will run from February 1, 2019 through May 10, 2019. Extension into the Summer 2019 semester will be taken into consideration.

To Apply: Please submit the following to humanresources@bpu.nj.gov by January 31, 2019: resume; brief writing sample; most recent transcript (unofficial copy acceptable); and three references (name and phone number for either professional or educational contacts).