



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

Unpaid Internship Opportunity

Posting # 03-2018

Division: Division of Clean Energy

Number of Positions: Two (2)

General Unit Description: New Jersey's Clean Energy Program, administered through the Division of Clean Energy, promotes energy efficiency programs and the development of clean, renewable sources of energy including solar, wind, geothermal, combined heat and power and sustainable biomass. The goal of the OCE is to lower energy costs, reduce demand for electricity, emit fewer pollutants into the air and create jobs. Through its programs, the OCE offers education, outreach and financial incentives to residential, commercial businesses and industry, schools and governmental customers.

Project Description: The Division of Clean Energy is seeking two interns, one Renewable Energy Intern, and one Energy Efficiency Intern. These Interns will have the opportunity to work with the Director to learn and develop an understanding of our role in the industry. Tasks will include:

Renewable Energy Intern

- The Renewable Energy Intern will report to the Manager/Director in the Division of Clean Energy at the New Jersey Board of Public Utilities (NJBPU).
- Will work closely with Division Staff and contractors to advance the mission of the New Jersey Board of Public Utilities and specifically New Jersey's Clean Energy Program (NJCEP).
- Assists program staff with the day to day of program implementation.
- Performs research, data collection and analysis on renewable energy resource development topics as needed in support of the Division objectives.
- Reviews the program design, incentive levels and eligibility criteria of peer state programs comparable to those available through the NJCEP toward recommendations for refinement of existing programs.
- Participates in internal and stakeholders meetings.

Energy Efficiency Intern

- The Energy Efficiency Intern will report to the Manager in the Division of Clean Energy at the New Jersey Board of Public Utilities (NJBPU).
- Will work closely with Division Staff and contractors to advance the mission of the New Jersey Board of Public Utilities and specifically New Jersey's Clean Energy Program (NJCEP).
- Assists program staff with the day to day of program implementation.
- Performs research, data collection and analysis on energy efficiency resource development topics as needed in support of the Division objectives.
- Reviews the program design, incentive levels and eligibility criteria of peer state programs comparable to those available through the NJCEP toward recommendations for refinement of existing programs.
- Participates in internal and stakeholders meetings.

Internship Learning Objectives/Marketable Skills: The Division of Clean Energy Interns will gain insight into the structure of programs, the process of getting program approval, the technologies that save energy, and the regulatory aspect of clean energy initiatives.

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 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).