



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

**Unpaid Internship Opportunity**

**Posting # 02-2018**

**Division:** Division of Information Technology

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

**General Unit Description:** The Board of Public Utilities Division of Information Technology's (IT) mission is to support and ensure the core business needs of the agency through the development, use and support of new technologies and information systems. The IT division's responsibilities are also to provide an integrated exchange of data with stakeholders; to identify emerging technologies and trends; to improve employee productivity and reduce operating costs; to advise management of IT best practices; and to deliver timely and accurate services to stakeholders in a professional and courteous fashion.

**Internship Learning Objectives/Marketable Skills:** Under the direction of the Chief Information Officer (CIO) an intern will be given the opportunity to learn and develop skills in IT which include:

- Networking of computers,
- Installation, troubleshooting and maintenance of network hardware and software.
- Perform special projects as determined by the CIO.
- Assist in needs analysis for projects and research solutions.
- Assist in updating user and technical documentation.
- Create and publish interactive reports.
- Gain hands on practical experience to the full gamut of Help Desk roles and responsibilities.

**Selection Criteria:**

- Local college juniors and seniors with a 3.0 GPA or better majoring in Computer Science or related fields.
- Energetic, organized and detailed individual. Skilled with today's technology.
- Highly developed interpersonal skills and the ability to work well in a team-based or independent environment.

- **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](mailto: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).