Summer 2018 Internship Guide

Please complete and FAX back to (856) 256-5668 or EMAIL to dworkin@rowan.edu

Name of Company / Association / Organization _____ NJ Board of Public Utilities (BPU) ________________

Internship Coordinator _____ See attached pages ________ Coordinator’s Phone / Email _____ see attached pages

Location of Internship _____ Trenton, NJ ________________ # of Summer 2018 Interns Accepted _____ 12 ______

Dates / Length of Summer Internship _____ 06/01/18 - 08/17/18 ________ Required Hours/Week _____ 14+ ______

Is there some type of salary or stipend? _____ No ________ If so, how much? ____________________________

What is the application process? (please include deadlines and other requirements. Feel free to attach additional pages)

Please see attached pages relating to BOPU internships in the following areas:

- Energy
- Economic development / Emerging Issues
- Policy & Planning
- Information Technology
- Budget & Finance
- Counsel’s office

Intern work areas: __ Clerical __ Research __ Y__ Errands __ Organizing __ Y__

Please explain the work that will be required of the intern: _____ Please see attached pages. ______

Will there be opportunities for the intern to observe:

- Internal strategy sessions? __ Y __ Legislative sessions? ______ Committee hearings? _____

Is the intern expected to work evenings and weekends? If so, please explain. ______ No ______

Do you have any suggestions for the applicants? ____________________________
State of New Jersey
Board of Public Utilities
Trenton, New Jersey

Unpaid Internship Opportunity

Posting # 08-2018

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: Summer session, 2-3 days a week with flexible hours. BPU requires that interns work a minimum of 8 weeks with no less than 14 hours per week. In addition, to facilitate group intern interaction and activities, Summer 2018 interns must start no later than the week of June 18th and end no sooner than August 3rd.

To Apply: Please submit the following to humanresources@bpu.nj.gov by April 23rd, 2018: resume, most recent transcript (unofficial copy acceptable); two writing samples and three references (name and phone number for either professional or education contacts). Interns must be proficient in Word and Lexis/Nexis.
State of New Jersey  
Board of Public Utilities  
Trenton, New Jersey  

Unpaid Internship Opportunity  

Posting # 05-2018  

Division: The Division of Energy  

Number of Positions: Two (2)  

General Unit Description: The Division of Energy oversees the operations of the gas and electric utilities in New Jersey 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 Energy 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. The Division coordinates the Basic Generation Service (BGS) auction, as well as Utility Consolidated Billing and Purchase of Receivables.  

Project Description: The Energy Intern will have the opportunity to work with the Director to learn and develop an understanding of our role in the Energy 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 Energy 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.  
- Aid in facilitating program approvals.  

Internship Learning Objectives/ Marketable Skills: The Energy 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 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:** Summer sessions, 2-3 days a week with flexible hours. BPU requires that interns work a minimum of 8 weeks with no less than 14 hours per week. In addition, to facilitate group intern interaction and activities, Summer 2018 interns must start no later than the week of June 18th and end no sooner than August 3rd.

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

Unpaid Internship Opportunity

Posting # 06-2018

Division: The Division of Budget and Finance

Number of Positions: Two (2)

General Unit Description:

The Budget and Finance office is responsible for all fiscal operations in support of BPU programs, including purchasing, accounts receivable, revenue accounting, accounts payable, federal grant accounting, budgeting, and fiscal reporting. Key goals of the office include:

- Ensuring compliance with Treasury policy, Generally Accepted Accounting Principles, and applicable law regarding all fiscal matters of the agency;
- Providing accurate and timely fiscal data to agency leadership as needed to inform decision-making;
- Preparing annual budgets and quarterly spending plans according to Treasury policy and procedures and agency needs.

Internship Learning Objectives/Marketable Skills: The Division of Budget and Finance Intern will gain insight into the budget and finances of a state regulatory commission. The Intern will acquire skills in/assist with:

- Analytical work in support of state programs
- Compiling operating metrics and fiscal data to evaluate program performance.
- Developing reporting templates to make use of data, including actual versus budget analysis and forecasting
- Researching energy finance programs in other states
- Process diagrams/reengineering to help streamline fiscal operations

Education/Experience: Recent graduates or current students with at least 1-2 years of college experience in finance or other business field from an accredited college or university. Intern must know how to use Microsoft Excel at an intermediate or higher level. BPU will work with an educational institution’s cooperative education office to enable students to obtain college credit upon request.
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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.
- Assist in managing, maintaining, developing, designing and updating the intranet.
- Assist with the Web Content Management System for our BPU website.
- Gain hands on practical experience to the full gamut of Help Desk roles and responsibilities.

Education/Experience: Recent graduates or current students with at least 1-2 years of college experience in the Computer Science or related fields from an accredited college or university. Must be skilled with today’s technology and highly developed interpersonal skills and the ability to work well in a team-based or independent environment. BPU will work with an educational institution’s cooperative education office to enable students to obtain college credit upon request.
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State of New Jersey
Board of Public Utilities
Trenton, New Jersey

Unpaid Internship Opportunity

Posting # 03-2018

Division: The Division of Economic Development and Emerging Issues (Office of Clean Energy)

Number of Positions: Two (2)

General Unit Description: New Jersey's Clean Energy Program, administered through the Office 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 Office 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 in the Office of Clean Energy in the Division of Economic Development and Emerging Issues 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 Office of Clean Energy in the Division of Economic Development and Emerging Issues 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 Office 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.

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**To Apply:** Please submit the following to humanresources@bpu.nj.gov by April 23<sup>rd</sup>, 2018: resume; brief writing sample; most recent transcript (unofficial copy acceptable); and three references (name and phone number for either professional or educational contacts).
State of New Jersey  
Board of Public Utilities  
Trenton, New Jersey  

Unpaid Internship Opportunity

Posting # 04-2018

Division: The Office of Policy and Planning

Number of Positions: Two (2)

General Unit Description: The Office of Policy and Planning assists the Board’s Commissioners and Staff with specific energy-related policies; works with other state and federal agencies to coordinate Board positions on energy-related matters impacting New Jersey; and, other special projects as necessary. The OPP’s primary focus is the development of the Regional Greenhouse Gas Initiative (RGGI), Offshore Wind (OSW), the State’s Energy Master Plan (EMP), Advanced Microgrid policies and programs, furthering the State’s commitment to the adoption of alternative fuel vehicles; and, providing technical support to the State’s Energy Resiliency Bank. Additionally, the OPP coordinates research and support from state college and university partners; develop financing structures for energy projects; provide contract management and administration; monitor federal grants and funding opportunities.

Project Description: The Office of Policy and Planning Intern will work with the Senior Policy Advisor and Office Staff on current policies.

Internship Learning Objectives/Marketable Skills: The Office of Policy and Planning Intern will gain insight into the inter-relationship of the State’s energy related policies between the local and federal levels and the functions of a regulatory government agency. The Intern will have the ability to work on RGGI, Offshore Wind, the State’s Energy Master Plan and other state initiatives.

Education/Experience: Recent graduates or current students with at least 1-2 years of college experience in energy, engineering, environmental science or public policy fields 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.

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