

RIPPAC Spring / Summer Internship Guide - 2026

Please complete and EMAIL as soon as possible to: **RIPPAC@rowan.edu**

Name of Office / Association / Organization NEW JERSEY'S Board of Public Utilities
Internship Coordinator MAYA LEWIS maya.lewis@bpu.nj.gov
CARLTON KOONCE - Coordinator's Phone / Email carlton.koonce@bpu.nj.gov
LEWIS
Main Office Address 44 S. Clinton Ave Trenton NJ 08625

Spring 2026 Internship? Y N # of Open Intern Positions for Spring 2026 _____

Summer 2026 Internship? Y N # of Open Intern Positions for Summer 2026 ~10

Where will the internship be done?
 Office (In-person) Remote (Student works from home) Hybrid

Dates / Length of Internship JUNE 8 2026 - AUGUST 21 2026 Required Hours/Week 10-20 hr. / week

Is there a salary or stipend? Y N If so, how much? currently \$ 20.00 / hr.

What is the application process? (Please include deadlines & other requirements. Feel free to attach additional pages.)
submit resume, writing sample, most recent transcript (unofficial ok), 3 references, and Personal Relationships Disclosure (can be found on our website: <https://www.nj.gov/bpu/about/employment/>) to humanresources@bpu.nj.gov

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: varies per division; see postings attached

Will there be opportunities for the intern to observe:
Internal strategy sessions? 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? (Please use additional pages if necessary) Attend info session; see flyer attached



NJBPU 2026 SUMMER INTERNSHIP PROGRAM



June 8, 2026 - August 21, 2026

LOOKING FOR AN INTERNSHIP OPPORTUNITY? JOIN OUR INFORMATIONAL SESSION!

INFORMATIONAL SESSIONS: MARCH 18, 2026
TIME: 10:00 AM, 1:00 PM, 3:00 PM

We are open to **Sophomores, Juniors, Seniors, Graduate Students, & 2025/2026 Alumni** including but not limited to the following related majors:

- Accounting
- Business Management
- Communications
- Computer Science
- Economics
- Emergency/Disaster Management
- Engineering
- Finance
- Human Resources
- Organizational Management
- Political Science
- Public Administration
- Public Policy
- Social Sciences

Accepting applications for the following Divisions/Offices:

- Division of Administration
- Division of Clean Energy
- Division of Customer Assistance
- Division of Reliability & Security
- Division of Revenue and Rates
- Division of State Energy Services
- Office of Communications
- Office of the Economist
- Office of General Counsel
- Office of Information Technology

 **APPLICATION WINDOW**
APRIL 13 - APRIL 24

 **INTERVIEW WINDOW**
MAY 11- MAY 22

REGISTER NOW



FOR REGISTRATION QUESTIONS, EMAIL HUMANRESOURCES@BPU.NJ.GOV



**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: Chief of Staff's Office

Number of Positions: One (1)

Salary: \$20.00 per hour

Work Hours: 10–28 hours per week (varies depending on semester)

General Unit Description: The Chief of Staff's Office is responsible for managing the day-to-day operations of the agency. The Chief of Staff provides direct oversight of several Divisions within the Board and provides policy advice to the President and Commissioners. The Office is responsible for liaising with the Governor's Office, overseeing implementation of major policy issues, legislative and government affairs, internal and external communications, and engaging with external stakeholders.

Project Description: The Intern will work directly with the Chief of Staff and Deputy Chief of Staff conducting policy research and analysis and coordinating stakeholder engagement. The intern will gain valuable research, analysis, communication, and project management skills. The Intern will gain insight into the structure of various agency programs, the functions of a regulatory government agency, and statewide policymaking.

What you will do:

- Report to the Chief of Staff and Deputy Chief of Staff.
- Work on projects assigned by the Deputy Chief of Staff, Director of Government Affairs, and Ombudsman.
- Perform confidential legislative and policy research related to NJBPU programs.
- Draft communications materials.
- Attend legislative hearings and meetings.
- Attend Board Meetings and meetings with the NJBPU President and Commissioners.
- Participate in internal staff and external stakeholder meetings.
- Assist with implementation of various Clean Energy initiatives (i.e. Offshore Wind, Solar, Electric Vehicles, etc.).
- Provide project support as assigned and develop project management skills.
- Learn about how regional and federal policy interplays with statewide policy approaches and goals.

What you will learn:

- The operations and administration of a state government agency.
- How policy is implemented at the state level.
- Collaboration between the executive branch and legislative branch of government.
- The basics of utility regulation.
- An introduction into federal and regional clean energy policy issues and approaches.
- Utility and clean energy messaging and communications.
- Professional interpersonal and organizational skills.
- Public speaking.

What we'd like to see:

- Strong research, writing, and editing skills.
- Proficiency in Microsoft Office is required.
- 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, in a related area of study: political science, communications, or social sciences. 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 10-28 hours per week (varies depending on semester) in-person. An extension into the next semester 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.

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**State of New Jersey
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Paid Internship Opportunity

****This is an in person position****

Division: Division of Clean Energy

Number of Positions: One (1)

Salary: \$20.00 per hour

Work Hours: 10-28 hours per week (varies depending on semester)

General Unit Description: New Jersey's Clean Energy Program, administered through the Division of Clean Energy, promotes the development of clean, renewable sources of energy including solar, wind, geothermal, combined heat and power (CHP) and sustainable biomass, and energy efficiency. Guided by the Clean Energy Act of 2018's goal of achieving 100% clean energy by 2050, the Division of Clean Energy works to lower energy costs, reduce demand for electricity, emit fewer pollutants into the air and create jobs in the clean energy sector.

Project Description: The Division of Clean Energy is seeking one Clean Energy Intern who will have the opportunity to work with the Deputy Director and the various clean energy teams to learn and develop an understanding of the NJBPU's role in achieving 100% clean energy by 2050.

What you will do:

- Report to the Deputy Director in the Division of Clean Energy at the NJBPU and work day to day with one or multiple clean energy teams on assigned tasks.
- Assist program staff with day-to-day program implementation.
- Perform research, data collection, and analysis on renewable energy resources and development, as needed in support of the Division objectives.
- Review the program design, incentive levels, eligibility criteria, and other parameters of peer state programs toward recommendations for refinement of existing programs.
- Research and design new or modified renewable energy programs, and complete any assigned tasks related to reaching the state's clean energy goals.
- Participate in internal and stakeholder meetings.

What you will learn:

- How you can make a difference in the fight against the effects of climate change.
- Insight into the development and structure of clean energy programs.
- The process for policy development and for getting program approval.
- Clean energy technologies, including emerging technologies.
- The legal and regulatory aspects of renewable energy initiatives.
- Working within teams at NJPBU and with other State agencies.

What we'd like to see:

- Strong writing and editing skills.
- Excellent organizational skills and ability to meet project deadlines.
- Ability to effectively work in teams and independently.
- Proficiency in MS Office programs, such as Excel, PowerPoint and Word.

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 science, engineering, finance, public policy, or business management. NJBPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

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.

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Paid Internship Opportunity

****This is an in person position****

Division: Division of Customer Assistance

Number of Positions: One (1)

Salary: \$20.00 per hour

Work Hours: 10-28 hours per week (varies depending on semester)

General Unit Description: The Division of Customer Assistance internship program offers an opportunity for students and recent graduates to kick-start their careers in government/social services. The program emphasizes communication skills, administrative skill development, and engagement with local communities. The internship opportunity links social services with customer assistance and day-to-day oversight of government programs and provides a solid foundation to transition into their professional roles after graduation.

Project Description: The Division of Customer Assistance, Bureau of Energy Programs and Assistance Unit seeks one Customer Assistance Intern. The Intern will work with the Customer Assistance Outreach Team as it plans for the upcoming heating season and participates in outreach events statewide. Intern will also assist in administrative tasks of the unit. Tasks will include but not be limited to the following:

What you will do:

- Respond to written and telephonic inquiries from the public regarding utility assistance programs.
- Develop and update program resources that can help identify or meet needs of lowincome utility customers in New Jersey.
- Perform research, data collection and analysis on relevant topics, as needed, supporting the Division objectives.
- Assist program Staff on projects such as planning events, data collection, reviewing agenda documents, analyzing reports, budgets, studies, and/or proposed legislation.
- Provide direct outreach and follow-up to program participants.
- Participates in internal and stakeholder meetings.
- Attend various outreach events throughout New Jersey.

What you will learn:

- Gain insight into the structure of New Jersey's energy assistance programs, including:
- Universal Service Fund (USF)
- Fresh Start
- Low Income Home Energy Assistance Program (LIHEAP)
- Payment Assistance for Gas & Electric (PAGE)
- Lifeline
- Learn how to work with a diverse group of stakeholders to deliver government services.
- Learn how to assist residents with resources to prevent utility disconnections.
- Learn how to track performance metrics.
- Learn customer assistance and utility assistance database proficiency.
- Report preparation.
- Learn how to turn a dissatisfied customer into a satisfied customer!

What we'd like to see:

- Strong interest in advocating for New Jersey residents in need.
- Respect toward those seeking our help.
- Excellent writing, editing, communication skills.
- Organizational skills, and ability to meet project deadlines.
- Ability to effectively work in teams and independently.
- Solutions-oriented.
- Proficiency in Teams, Excel, PowerPoint, and Word.

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 in social work, public administration, public policy, or a related field of study. BPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

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Paid Internship Opportunity

****This is an in person position****

Division: Division of Reliability and Security

Number of Positions: One (1)

Salary: \$20.00 per hour

Work Hours: 10-28 hours per week (varies depending on semester)

General Unit Description: The Division of Reliability and Security is charged with the reliability and security of all lifeline utility services and critical infrastructure for the State of New Jersey: electric, natural gas, water and telecommunications. This includes responsibility for consequence management of any petroleum shortages as well as cyber security.

Project Description: The Division of Reliability and Security (R&S) is seeking one Business Administration/Organizational Management (BA/OM) Intern. The Intern will have the opportunity to work with the R&S Team to learn and refine the Division's Multi-Year Strategic Program Management Plan. Tasks will include the following:

BA/OM Intern

What you will do:

- Reports to the Deputy Director in the Division of Reliability and Security at the NJBPU and will work day to day with the Reliability and Security team on assigned tasks.
- Works closely with Division Staff to conduct a business process analysis of the Division.
- Performs research, data collection, and analysis on organizational development topics, as needed, in support of the Division objectives.
- Reviews multi-year goals, objectives, and tactics proposed by program staff and develops tools for tracking proposed language.
- Identifies user-friendly tools to execute a Planning, Programming, Budgeting, and Execution process in support of Multi-Year plan by benchmarking and researching organizational management techniques.
- Participates in internal and stakeholder meetings.

What you will learn:

- Gain insight into the structure of the programs with the Division of Reliability and Security including, but not limited to, Pipeline Safety, Underground Damage Prevention, One-Call, Meter Testing, Utility Cyber Security, Energy Security, and Emergency Management.
- The process of meta-leadership.
- The principles of program and organizational management.
- The regulatory aspect of reliability and security initiatives.

What we'd like to see:

- Strong interest in business administration, organizational management, and data visualization.
- Excellent writing, editing, individual organizational skills and ability to meet project deadlines.
- Ability to effectively work in teams and independently.
- Proficiency in MS Office 365 programs, such as Teams, Lists, Planner, Excel, PowerPoint and Word.

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, in emergency/disaster management, accounting, business management, or organizational management/psychology. BPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

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Paid Internship Opportunity

****This is an in person position****

Division: Office of the Economist

Number of Positions: One (1)

Salary: \$20.00 per hour

Work Hours: 10-28 hours per week (varies depending on semester)

General Unit Description: The Office of the Chief Economist advises the board on policy issues and financial matters affecting regulated utilities. It is responsible for analyzing and recommending action on cost-of-capital issues in traditional rate cases, evaluating utility requests to sell securities and assessing utility merger and acquisition proposals. The office works with other divisions to evaluate how proposed alternatives to traditional rate base/rate-of-return regulation could impact ratepayers. It also evaluates a utility's financial structure and ability to fulfill regulatory obligations. The Office also conducts and assists with benefit-cost analysis and evaluation of clean energy policy and projects and Board rulemaking.

Project Description: The Office of the Economist is seeking a summer intern. The intern will have the opportunity to learn and develop an understanding of the role of the office in utility regulation.

Office of the Economist Intern

What you will do:

- Report to the Chief Economist at the NJBPU and work day-to-day with research economists and analysts on assigned tasks.
- Work closely with Division Staff to assist the Board on a broad spectrum of economic, financial, strategic and regulatory issues.
- Assist staff to review and analyze how utilities are deploying capital and maintaining credit metrics.
- Perform research, data collection and analysis on assigned industry sectors.
- Research and summarize financial reports on or by New Jersey regulated utilities.
- Review regulatory and technical academic journals and perform data scrubs of various state and federal websites.

- As assigned, attend public hearings, and meetings with both internal partners and external interested parties, including regulated entities.

What you will learn:

- Methods of research and analysis to support high-level public decision-making.
- The foundations of utility regulation and finance; i.e., the nature of necessary monopolies.
- Gain knowledge of rate-of-return, capital financing, and capitalization structure of large investor-owned utilities across the water, energy, telecommunications, and clean energy sectors.
- First-hand participation in docket-based regulatory process.
- Fundamentals of benefit-cost analysis and risk evaluation.

What we'd like to see:

- Proficiency in Microsoft Office suite, and familiarity with statistical analysis software.
- Knowledge of microeconomics and the basics of corporate finance.
- Strong writing and editing skills.
- Ability to contribute in a team environment and work independently as needed.

Education/Experience: Recent graduates or current students with at least 2-3 years of college experience in accounting, economics, finance, business management, or engineering from an accredited college or university. NJBPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

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Paid Internship Opportunity

****This is an in person position****

Division: Office of Communications

Number of Positions: One (1)

Salary: \$20.00 per hour

Work Hours: 10-28 hours per week (varies depending on semester)

General Unit Description: The Communications Office is responsible for managing the day-to-day communications operations of the agency, including public relations, media relations, marketing, messaging and all social media platforms. The Communications Office also manages the NJ Clean Energy Program Marketing campaign.

Project Description: The Intern will work directly with the Director of Communications and the Deputy Director.

What you will do:

- Develop innovative social media content strategy and video creation for NJBPU social media platforms.
- Help prepare social media posts and awareness campaigns for Agency programs.
- Help develop up-to-date program fact sheets for the general public and legislators.
- Monitor NJBPU position and identify opportunities to increase presence and engagement on social platforms such as Instagram, LinkedIn, Twitter and Facebook.
- Research community outreach contacts.

What you will learn:

- Government culture.
- Teamwork and collaboration on Agency-wide projects.
- Basics of communications such as messaging, branding, marketing, and public relations.
- Communications skills such as writing, copyediting, style guides, and social media.
- How to plan and execute the tactics needed to achieve increased social visibility.

What we'd like to see:

- Knowledge of social platforms such as Facebook, Instagram, Pinterest, LinkedIn, and Twitter.
- Driven individual with a passion for creativity and project management.
- Background in writing and/or graphic design.

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, in a related area of study: political science, communications, or social sciences. BPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

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Paid Internship Opportunity

****This is an in-person position****

Division: Office of Federal and Regional Policy

Number of Positions: One (1)

Salary: \$20.00 per hour

Work Hours: 10-28 hours per week (varies depending on semester)

General Unit Description: The Office Federal and Regional Policy (OFRP) manages the Board of Public Utilities policy concerns related to federal and regional actions. The OFRP works with the U.S. Department of Energy, Federal Energy Regulatory Commission, and other states within the region to ensure New Jersey's policies and interests are represented in the dynamic regulatory landscape governing energy systems and the electricity grid. The OFRP team seeks to ensure that New Jersey's goals, including attaining 100% clean energy by 2035, are possible while maintaining reliable and affordable energy services to New Jersey customers. The OFRP internship program offers an opportunity for students and recent graduates to work on cutting edge energy policy.

Project Description: The Office of Federal and Regional Policy seeks up to two interns to work with the Senior Policy Advisor, OFRP Staff and staff in the Legal and Clean Energy Divisions. The OFRP Intern will assist these teams in implementing new state and federal policies, especially through the development of new clean energy initiatives.

What you will do:

- Assist with tracking and summarizing major developments in federal and regional energy policy and analyzing the implications policy changes may have on New Jersey.
- Assist OFRP Staff with attending stakeholder meetings, collecting data, conducting research, and analyzing reports, studies, and/or proposed legislation.
- Assist in the development and structuring of clean energy programs to ensure equitable access for all citizens of New Jersey.
- Assist in the creation of policies to incentivize clean energy resources.
- Attend and summarize virtual meetings and workshops on energy policy at the federal, regional, and state level.

What you will learn:

- How New Jersey interacts with other states and the federal government to ensure that state policy goals are attainable.
- How to analyze state policy and understand where it may be complimented by or in conflict with other State's public policies.
- How the New Jersey electric and natural gas industries work and how they are connected to those of other states.
- How to implement clean energy programs in a way that is equitable to all citizens.
- How to translate statistics and quantitative data and prepare written materials and presentations into useful decision-making tools for policy developers.
- How New Jersey state agencies operate and interact with one another.
- The legal and regulatory aspects of the energy sector.
- What it means to be a regulated entity, and how entities comply with state and federal regulations.
- What it means to be a part of a regional transmission organization, and how New Jersey policies are impacted by the regional markets.

What we'd like to see:

- A sincere interest in energy policy.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to effectively work in teams and independently.
- Excellent organizational skills (i.e. prioritize tasks, follow timelines, and meet project deadlines).
- Ability to research relevant topics and present conclusions to the team.
- Problem-identification and problem-solving skills.
- Creativity, imagination, and intellectual flexibility.
- Proficiency in Microsoft Office Programs such as Outlook, Excel, Word, OneNote, PowerPoint, and SharePoint.
- Ability to use web conferencing services such as Zoom or Microsoft Teams.

Education/Experience: Recent graduates or current graduate or undergraduate students with at least two (2) years of completed undergraduate course work from an accredited college or university is preferred. Relevant course work includes: economics, engineering, public policy, environmental or sustainability sciences, political science, or pre-law. BPU will work with an educational institution's cooperative education office to enable students to obtain college credit upon request.

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Paid Internship Opportunity

****This is an in person position****

Division: Office of Information Technology

Number of Positions: One (1)

Salary: \$20.00 per hour

Work Hours: 10-28 hours per week (varies depending on semester)

General Unit Description: The Board of Public Utilities Office 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 Office of Information Technology'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.

What you will do:

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:

- Configuration, 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.

What you will learn:

- Gain hands on practical experience to the full gamut of Help Desk roles and responsibilities.
- Relational Database querying and reporting.

- Inventory and Cataloging of hardware and software.

What we'd like to see:

- Energetic, organized and detailed individual. Skilled with today's technology, including MS Teams and Office 365.
- Highly developed interpersonal skills and the ability to work well in a team-based or independent environment.
- Willingness to learn new things.

Education/Experience: Recent graduates or current students with at least 2 years of college experience, from an accredited college or university, majoring in Computer Science or related fields. 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: The NJBPU requires interns to work a minimum of 10-28 hours per week (varies depending on semester) in-person. 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. Summer 2025], 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.

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**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: Office of State Energy Services

Number of Positions: One (1)

Salary: \$20.00 per hour

Work Hours: 10-28 hours per week (varies depending on semester)

General Unit Description: The Office of State Energy Services (SES) manages the State's Energy Savings Improvement Program (ESIP), guides and directs energy solutions for state departments and agencies, and offers technical support for any and all state agencies and facilities on energy efficiency. The SES provides technical assistance to the interagency working group charged with procuring state electric and gas wholesale contracts and manages those contracts as well as customer expansion. The SES is also a key member of the State's Energy Capital Committee, which identifies and implements large capital improvement projects for facilities throughout the state, focusing on energy supply, generation, and efficiency. Additionally, the SES provides technical, consulting, and advisor services to all operating divisions of the NJBPU and to other governmental entities throughout the state.

Project Description: Energy Performance Contracting Intern

Are you inspired by working with schools and government agencies? Want to help them make energy efficient improvements to their facilities, which will lower their energy consumption? Interested in learning about innovative upgrades and how they impact overall energy expenditures? Would you like to get involved with energy performance contracting in the state of NJ? The Energy Savings Improvement Program (ESIP) is administered by the BPU and is currently seeking an intern to help the program implement process improvements, data driven program evaluation, and reviewing submitted energy savings plans along with request for proposals.

What you will do:

- Assist with creating templates for use with energy savings plan, RFPs, measurement and verification reports, etc.
- Conduct market / ESPC industry research to help inform policy decisions.

- Work on the Strategic Energy Management Program and educate others about energy management principles.
- Assist in outlining construction best practices and refining current practices in the state
- Assist with preparation related to stakeholder engagement.
- Help with an energy performance contracting awareness campaign.
- Assist in producing engaging content for our newsletter, website, external media sites, etc.

What you will learn:

- How to gather large data and glean meaningful information to determine deficiencies in building energy consumption.
- How to work with a variety of stakeholders, including NJ State employees from various disciplines.
- How to review energy savings plans for performance contracting and the request for proposals utilized in the industry.
- How to create informational and instructional materials.

What we'd like to see:

Note: Not all qualities are required to be considered, however if you do have them, let us know. It's how we will choose whom to move forward!

- Creativity, imagination, and the ability to take initiative and bring fresh ideas to the SES Team.
- Excellent verbal, written, and interpersonal communication skills.
- Ability to effectively work in teams and independently
- Excellent organizational skills- prioritize tasks, follow timelines, and meet project deadlines.
- Ability to research projects and present conclusions to the team.
- Ability to problem-solve and make decisions – critical appraisal skills.
- Knowledge of ArcGIS or QGIS software and/or principles and practices of GIS and geographic analysis, various geographic databases, and mapping would be useful.
- Knowledge about energy engineering principles and calculations, such as heat transfer, power and efficiency.
- Proficiency in MS Office programs, such as PowerPoint, Word, etc.
- Advanced Excel skills.
- Experience using ENERGY STAR Portfolio Manager.
- Ability to use web conferencing services such as Zoom or MS Teams.

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. 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
Paid Internship Opportunity
****This is an in person position****

Division: Division of Revenue and Rates

Number of Positions: One (1)

Salary: \$20.00 per hour

Work Hours: 10–28 hours per week (varies depending on semester)

General Unit Description: The Division of Revenue and Rates oversees the operations of the regulated and/or jurisdictional electric, gas and water utilities with respect to revenue and rate matters 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 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 Intern will have the opportunity to work directly with Division Staff, assisting in the review of utility rate applications, which include utility rates and rate design, multi-issues orders impacting infrastructure, cost recovery and associated adjustments. The intern will gain valuable analysis, communication, and critical thinking skills, along with insight on the fundamentals of energy and water regulation.

What 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:

- Fundamentals of energy and water regulation.
- How and why rates and associated tariffs are analyzed and considered.
- Societal implications associated with proposed and/or approved tariffs.

What we'd like to see:

- Great interpersonal and organizational 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 students with at least two (2) years of college experience in the accounting, business management, or finance 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. 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 - 28 hours/week (varies depending on semester) in-person. An extension into the next session will be taken into consideration.

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