



**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: Division of Reliability and Security

Number of Positions: One (1)

Salary: \$15.00 per hour

Work Hours: 10-20 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.

Estimated Project Duration and Work Schedule: The NJBPU requires interns to work a minimum of 10-20 hours per week (varies depending on semester). 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. Spring 2023], 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.

Visit us at: <https://nj.gov/bpu/>

The New Jersey Board of Public Utilities is an Equal Opportunity Employer.