



**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 Administration

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 Administration is comprised of five units, which provide services for the staff of the New Jersey Board of Public Utilities (NJBPU). The Office of Human Resources, Employee Relations, Bureau of Office Services, Office of Equal Employment Opportunity and Affirmative Action (EEO/AA) program, and the Office of Training Initiatives. The Office of Human Resources is responsible for human resource management, which includes, processing all personnel actions, recruitment, orientations, reclassifications, transfers, reassignments, performance assessment activity, payroll and retirements. Employee Relations is responsible for disciplinary action, labor relations accountability, employee incentive programs, and security issues. Areas of responsibility for the Bureau of Office Services include the copier services, incoming/outgoing mailroom functions, message and courier service, distribution of office supplies and maintenance of stock room. The Office of EEO/AA responsibilities include recruitment, investigation of complaints, and enforcement of State and Federal civil rights laws and regulations. Lastly, the Office of Training Initiatives reviews, recommends and implements training initiatives for staff based on short and long-range needs.

Project Description: The Division of Administration is seeking one intern. The intern will perform a variety of duties, which includes providing support to all five units within the division, assisting in daily office needs, and managing general administrative activities. The intern will also help review, update, and create standard operating procedures relevant to the division.

What you will do:

- Assist in the development and implementation of a tracking system that will better enable Administration to capture work requested in real time and enhance the end user experience and better monitor and track resources using technology.
- Learn to screen potential employees' resumes and application forms to identify suitable candidates to fill job vacancies.
- Assist in posting job advertisements to job boards and other external platforms.
- Assist in locating and compiling various data for reports.

- Assist with coordinating new hire orientations.
- Collaborate with other interns to learn about their experience.
- Perform special projects as needed.

What you will learn:

- How administrative services are administered within a state government entity.
- How the recruitment process works in an organization.
- New Jersey Civil Service Commission regulations, policies, and procedures relating to the workplace.
- How to support in managing NJBPU assigned vehicles, installation and relocation of telephone equipment and managing inter-office moves.
- How to implement training in compliance with agreements between the training vendors and the NJBPU.

What we'd like to see:

- Strong writing, communication, and organizational skills.
- Excellent organizational skills and ability to meet project deadlines.
- Proficiency in Microsoft Office (Word, PowerPoint, Excel, and Outlook).
- Ability to work efficiently in teams, and independently.

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: human resources, business administration, management, or policy management. 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 in (varies depending on semester). 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.

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.