



**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 Cable Television & Telecommunications

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 Office of Cable Television and Telecommunications (OCTV&T) is the regulatory arm of the Board of Public Utilities, which administers the state's regulation of cable television and telecommunications service providers operating within the state of New Jersey. The Office implements Board policies aimed at ensuring the provision of safe, adequate and proper service to NJ's residents, including monitoring of service quality standards, and federal policies affecting service in NJ. OCTV&T staff review all petitions and filings by telecommunications and cable tv providers, including consolidations, sales, transfers, and mergers. In addition, the OCTV&T serves as both the federally designated Local Franchise Authority (LFA), which oversees the franchising process for cable television service in each of New Jersey's 566 municipalities, and the Local Complaint Officer, with a unit designated for processing all complaints related to cable television service in NJ.

Project Description: The Office seeks a dynamic individual to work with the Office's analysts and management team in a fast-paced regulatory environment on projects assigned by the management team. The Intern will have the opportunity to learn the Division's role in ensuring the provision of safe, adequate and proper service to NJ's residents.

What you will do:

- Report directly to the Director, Deputy Director or their designee;
- Take the lead on one of several projects designed to organize and create an historical record and summaries of all the Office's major transitional laws, decisions and Board Orders for the state's telecommunications and cable TV companies. The resultant work product will be used as a baseline document which will be updated accordingly to reflect appropriate changes and revisions to laws, decisions and Board Orders, and as a primer for new and existing employees;
- Assist with research and review of reporting requirements and compliance filings of cable TV and telecommunications providers to ensure that they are up to date.

- Recommend methods to create an electronic dashboard accessible to staff to access, sort and analyze reports and filings;
- Attend Staff meetings to update OCTV&T staff on findings and progress, and
- Research existing Federal Communication Commissions (FCC) initiatives that impact the Office and create a tracking system to monitor federal rulemakings and orders and state's role.

What you will learn:

- The ability to participate in project management and refine research skills;
- Work directly with seasoned professionals;
- The history of cable TV and telecommunications regulatory history, and
- Presentation and interpersonal skills necessary to succeed in any work situation.

What we'd like to see:

- Self-Starter with strong research, verbal, written, interpersonal and analytical skills;
- Proficiency in Microsoft Suite products including Office, Excel and PowerPoint; and
- 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: business management, finance, economics, accounting, English, pre-law or engineering. The Board 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.

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