

## RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization New Jersey Utilities Association

Internship Coordinator Joseph Gurrentz, Dir. of External Affairs Coordinator's Phone / Email [jgurrentz@njua.com](mailto:jgurrentz@njua.com)

Location of Main Office Freehold, NJ # of Summer 2025 Interns Accepted N/A

Where will the internship be done?

In the main office  Remotely (student works from home)  Combo At-home & In-Office

Dates / Length of Summer 2025 Internship May through August Required Hours/Week Roughly 25-30/week based on student's availability

Is there some type of salary or stipend? Yes If so, how much? \$15 per hour

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

Send a cover letter and resume to us at NJUA, 36 West Main Street, Suite 203, Freehold, NJ, 07728.

Intern work areas: Clerical  Research  Errands  Organizing

Please explain the work that will be required of the intern:

- Collecting, analyzing, and presenting data in support of policy priorities
- Researching and summarizing academic literature and news pertinent to mission areas
- Drafting talking points, briefing materials, and reports for NJUA leaders and stakeholders
- Attending and reporting on relevant legislative and regulatory hearings, official meetings, and conferences in and outside of government
- Interacting with state and federal colleagues and other government agencies on relevant matters
- Coordinate coalitions of utilities industry leaders to identify and disseminate consensus positions on policies impacting the industry
- Contributing to key management functions and initiatives, such as strategic planning and organizational performance evaluation; human capital planning; information technology system launches and upgrades; and web and social media content management
- Organizing high-level meetings and/or conferences
- Draft and research both online and print newsletter content
- Create and modify documents using Microsoft Office
- Contributes to team effort by accomplishing related results as needed.
- Attends meetings with staff as schedule and workflow permits

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. Might be a weekend event or two during the summer.

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

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## NJUA Internship Program

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### **Impactful Internship**

NJUA interns don't sit on the sidelines; they gain real-world experience tackling challenges and driving meaningful outcomes. Our internship program is a rich blend of learning and development opportunities, mentorship, networking events, and professional growth. The New Jersey Utilities Association is a place where ambition is met with opportunity and we offer opportunities that help the intern to dive deep into the professional utility services industry and get an authentic feel of its culture. Our internships are designed to challenge and inspire, leaving the intern longing to discover more.

### **College Intern Job Description:**

NJUA college internships are paid opportunities in Freehold, NJ designed to provide undergraduate and graduate students with work experience and direct exposure to utility careers. Internships at NJUA give students a unique opportunity to:

- Gain substantive career experience related to academic interests
- Acquire lifelong leadership, management, and analytical skills
- Explore different career avenues in the private sector
- Work with state government affairs leadership and help shape the future environmental needs of New Jersey
- Build professional relationships, contacts, and networks, and observe daily operations and working environment of utility professionals and government employees

Your duties and responsibilities as an NJUA intern will vary by assignment, some examples of potential duties include:

- Collecting, analyzing, and presenting data in support of policy priorities
- Researching and summarizing academic literature and news pertinent to mission areas
- Drafting talking points, briefing materials, and reports for NJUA leaders and stakeholders
- Attending and reporting on relevant legislative and regulatory hearings, official meetings, and conferences in and outside of government
- Interacting with state and federal colleagues and other government agencies on relevant matters
- Coordinate coalitions of utilities industry leaders to identify and disseminate consensus positions on policies impacting the industry
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- Attends meetings with staff as schedule and workflow permits

This is a paid internship and the hourly pay is \$15 per hour. The successful candidate will work a hybrid schedule. Some days will be at the office is in Freehold, some days are home, and other days are out at government buildings and other locations around New Jersey. The position will report to the Director, External Affairs for NJUA.

The summer intern program runs from May through August based on NJUA and intern availability. Students must be U.S. citizens and maintain student eligibility and enrollment throughout the duration of the internship. (Students must be enrolled or accepted at an accredited institution)