

## **Vacancy Announcement Summer Intern**

**At-Will Employment Contract: Summer Intern - Technical Staff**

**Closing Date:** Open until filled

**Agency Hiring Range:** \$5,000

**Department:** Public Service Commission, Administration

**Location:** Cheyenne

**Title:** NARUC Summer Intern – Commission Technical Staff

**Duration of Employment:** 10 weeks

**Work Schedule:** Monday – Friday, 8:00 a.m. – 5:00 p.m.

As part of the Energy Internship Program sponsored by the National Association of Regulatory Utility Commissions (NARUC), the Wyoming Public Service Commission (“WPSC”) is seeking a graduate student interested in the energy/utility sector for a ten-week internship. The selected intern will work at the Wyoming Public Service Commission’s office in Cheyenne, Wyoming.

The WPSC regulates, monitors and investigates the services and operations of electric, natural gas, water, telecommunications and pipeline utilities within the Wyoming. NARUC is the national association representing the State Public Service Commissions who regulate essential utility services, including energy, telecommunications and water. NARUC members are responsible for assuring reliable utility service at fair, just and reasonable rates.

The intern will receive a stipend from NARUC while working at the WPSC in various areas of energy/utility regulation. NARUC will provide the stipend of \$5,000 payable directly to the intern in two installments for the 10-week internship. NARUC requires the intern to prepare an Internship Evaluation Form at the end of the internship, detailing work activities and accomplishments.

**General Description of Duties:** Under the direction of the supervisor of the Technical section, conducts research on issues of current regulatory interest to the Commission in the areas of electricity, natural gas, water, pipelines or telecommunications; assists the technical section with the evaluation and analysis of utility company applications filed with the Commission.

### **Essential Functions:**

- Under direct supervision, conducts in-depth research on topics of regulatory interest to the Commission, which may include investigation of natural gas, electricity, pipeline, telecommunications, or water regulation issues;
- Assists technical staff in the analysis, investigation, and evaluation of utility company applications filed with the Commission;
- Prepares memoranda and briefings on issues of regulatory interest to the Commission; and
- Assists in preparing recommendations for use by the Commission in its decision-making.

### **Knowledge and Skills:**

- Skill in written and oral communications;
- Knowledge and ability to use computer hardware and software;

- Ability in the interpretation, evaluation and analysis of financial/statistical and/or engineering information and concepts;
- Ability to organize and analyze data sets with computer software;
- Knowledge or courses of study in one or more of the following areas: accounting, business, economics, engineering, statistics or finance; and
- Ability to work alone or in a team environment.

**Minimum Qualifications:**

A bachelor's degree in Engineering, Accounting, Economics, Statistics, or a related field from an accredited college or university **and** currently enrolled in/attending graduate school or a recent graduate.

Send resume and cover letter expressing interest in the position to: Wyoming Public Service Commission, 2515 Warren Avenue, Suite 300, Cheyenne, WY 82002, Attention: Melisa Mizel – NARUC Summer Internship, or e-mail the cover letter and resume to: [melisa.mizel2@wyo.gov](mailto:melisa.mizel2@wyo.gov).