

## RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization Office of Assemblyman Al Barlas  
Internship Coordinator Michael Knowl Coordinator's Phone / Email 9732371362  
Location of Main Office Wayne, NJ # of Summer 2024 Interns Accepted MEHAUIS@njleg.org  
TBD

Where will the internship be done?

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

Dates / Length of Summer 2024 Internship June - August Required Hours/Week Student Availability

Is there some type of salary or stipend? No If so, how much? \_\_\_\_\_

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

Send resume, cover letter, and brief writing sample to mknauis@njleg.org

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: Typical legislative office tasks (research, constituent outreach, etc)

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. Never

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

Demonstrate an understanding of District 40 (Location, issues, etc)