

## RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization Assemblyman Wayne DeAngelo  
Internship Coordinator Michael Gargiulo Coordinator's Phone / Email 609-631-7501 MGargiulo@njleg.org  
Location of Main Office 4621A Nottingham Way, Hamilton, NJ 08690 # of Summer 2024 Interns Accepted 4

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 May - August Required Hours/Week No Requirement

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 a resume and a request for an interview. After the interview, you will be notified if you have been accepted

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: General office work, answering phones and emails, researching legislation, organizing files, attending events, assisting with constituent cases

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. Yes, when we staff events at various parades, fairs, and festivals. Usually weekend events, which mostly happen in the fall.

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