

## RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization

Office of Assemblyman Robert J. Karabinchak  
18<sup>th</sup> Legislative District

Internship Coordinator Sam Kovac Coordinator's Phone / Email (732) 672-5781 skovac@njleg.org

Location of Main Office 3 Stephenville Parkway, Suite 2D  
Edison, NJ 08820

# of Summer 2024 Interns Accepted 1

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 3<sup>rd</sup> – August 9<sup>th</sup> Required Hours/Week 20 hours per week.

Is there some type of salary or stipend? No

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

Applicants are asked to provide a current resumé and complete our intern survey no later than 5:00 PM Friday, April 12<sup>th</sup>. Those who pass the initial screening may be asked to conduct a Zoom interview for final evaluation.

Please note that interns are expected to work in the office at least 10-15 hours per week, which means they must have a driver's license or some other means of transportation.

Intern work areas: Clerical  Research  Errands  Organizing

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

Interns will be given research and organizational work to complete. These tasks will vary depending on the week's agenda.

Interns will also pick out and work on a research project. They will choose an issue facing our state and research possible solutions that the legislature could consider to address the problem. Once completed, they will present their findings to the Assemblyman.

Will there be opportunities for the intern to observe:

Internal strategy sessions? \_\_\_X\_\_\_    Legislative sessions? \_\_\_X\_\_\_    Committee hearings? \_\_\_X\_\_\_

Is the intern expected to work evenings and weekends? If so, please explain. No.

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

We are looking for individuals who are passionate about public service and eager to learn about the New Jersey Legislature and state government. This opportunity is open to all college students, not just political science majors.

**Please answer the following questions. (Do not worry about answer length. Write as much as you think is necessary for each question).**

1. Please provide us with an email address that you can be reached at.
2. What year of college will you be in starting in September 2024? (sophomore, junior, or senior).
3. Do you have a driver's license or access to public transportation? (Interns must be able to work in the office at least twice a week).
4. What skills do you have that you think will be beneficial to our office?
5. What do you hope to gain from this experience? How will this internship prepare you for your future career goals?

6. What is your ideal work environment? Do you prefer to work alone or as a team?

7. What are your views on the role of compromise in government?

8. What political topics interest you? What topics would you be interested in researching?

9. Is there anything else we should know about you that you did not mention in your resumé?