

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization District Office of Assemblywoman Dr. Rosaura “Rosy” Bagolie – NJ Legislative District 27

Internship Coordinator Genesis Algaba Coordinator’s Phone / Email galgaba@njleg.org office: 973-535-5017 cell: 908-418-8697

Location of Main Office 651 Old W Mt. Pleasant Ave, Suite 195. Livingston, NJ 07039 # 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 12 Weeks (6 Weeks for High School Seniors) Required Hours/Week Flexible / min 20 hrs a week

Is there some type of salary or stipend? Unpaid If so, how much? _____

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

Interested candidates may submit their application at <https://forms.office.com/g/SQQONdPPQa>
Deadline to apply is Friday, April 5 at 4:00 PM. The application also requires candidates to submit a PDF of their resume and at least one reference to AswBagolie@njleg.org.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Interns will play a vital role in assisting the office in reaching its objectives by taking on a diverse range of tasks. Responsibilities include responding to constituent calls, updating databases, researching relevant issues, crafting memos and other written materials, contributing to special projects, supporting staff in program implementation, guiding constituents to pertinent resources, and participating in the creation of social media content.

Will there be opportunities for the intern to observe: Depending on the legislative calendar.

Internal strategy sessions? Legislative sessions? Committee hearings?

Is the intern expected to work evenings and weekends? If so, please explain. No. However, there might be community events that take place during the evenings/weekends, but interns are not required to attend.

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

All materials submitted should be free of typographical errors.