

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization Assemblyman Rob Clifton

Internship Coordinator Synnove Bakke Coordinator's Phone / Email Sbakke@njleg.org 732-970-6386

Location of Main Office Matawan # 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 As long as student need for credit Required Hours/Week _____

Is there some type of salary or stipend? No but will be invited to fun events and parades with the Assemblyman

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

Email information to sbakke@njleg.org and come by the office for a quick meeting

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Working with Xcel and making lists of constituents that contacts the office. Sending out letters. If student wishes to, a visit with the Assemblyman to Trenton

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. No only if he/she wishes to attend events/parades

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

Dress code on a regular day in the office is slacks and a polo style shirt. Suit may be worn in Trenton if the intern wishes.
