

RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization Office is Assemblywoman Mitchelle Drulis NJ16

Internship Coordinator Wendy Beyer Coordinator's Phone / Email wbeyer@njleg.org

Location of Main Office 390 Amwell Road, Suite 301
Hillsborough, NJ 08844

of Summer 2024 Interns Accepted: 2

Where will the internship be done?

✓ In the main office

Dates / Length of Summer 2024 Internship Flexible Required Hours/Week Ideally 24 hours a week, but flexible

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)*

1. Submit a Cover Letter and Resume
 - a. The resume should include any relevant work or volunteer experience, as well as clubs/actives.
 - b. The cover letter should discuss their interest in government, what they hope to get out of the internship, and their strengths that would allow them excel in a legislative internship.
2. Interview- Ideally in person, but willing to be flexible based on need.
3. There will be a rolling deadline until both positions are filled.

Intern work areas: Clerical ✓ Research ✓ Errands (TBD) Organizing ✓

Please explain the work that will be required of the intern: The intern will provide general support, operating primarily out of our District Office. This will include answering phone calls, assisting with with emails, conducting legislative research, and assisting the Director of Operations with outreach and other day to day operational needs.

Will there be opportunities for the intern to observe:

Internal strategy sessions? ✓ Legislative sessions? (Uncertain) Committee hearings? ✓

Is the intern expected to work evenings and weekends? If so, please explain. Occasional Weekends or Evenings may be requested for Outreach events, but this would not be commonplace, and would be a conversation had with the intern.

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

Applicants should be those that are interested in learning more about the legislature and how legislative offices operate. They should also be flexible, as the day to day needs of an office can vary based on what is going on at present both in the district and in Trenton. Ideally, interns would either be from LD16 or at least be familiar with the district which covers parts of Somerset, Middlesex, Hunterdon, and Mercer counties.