

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization _____ Office of Assemblywoman Andrea Katz_____

Internship Coordinator _Nick Dannenfelser_ Coordinator’s Phone / Email _609-665-6400/ndannenfelser@njleg.org_

Location of Main Office ___Mt. Holly NJ_____ # of Summer 2024 Interns Accepted ___3-5_____

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 _____ on-going_____ Required Hours/Week ___12_____

Is there some type of salary or stipend? ___No_____ If so, how much? _____N/A_____

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

_____ Reach out to the district office with resume _____

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: _____ Interns will learn how to handle constituent cases, understand the legislative process _____

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 _____

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

