



**Rowan Institute for Public Policy & Citizenship**  
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## RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization 14<sup>th</sup> Legislative District Office

Internship Coordinator : Jocelyn Wallace Coordinator’s Phone / Email: (609) 631-0198 / jwallace@njleg.org

Location of Main Office :

3691A Nottingham Way

Hamilton, NJ 08690

# of Summer 2024 Interns Accepted TBD

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 120 Hours Required Hours/Week       

Is there some type of salary or stipend? Only through fellowship programs If so, how much?       

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

Please see attached

Intern work areas:    Clerical     Research     Errands     Organizing

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

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. Some events they may staff will be held on weekends and sometimes evenings. Most of the time we make sure they don't have to attend anything that is too late.

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

## **Legislative District 14 Assemblywoman Tennille R. McCoy Internship Program**

Assemblywoman Tennille R. McCoy, proudly representing the 14th Assembly District, is delighted to extend an invitation to college students for our Spring Internship Program. This exceptional opportunity offers valuable hands-on experience within a state Assembly office, allowing students to develop a deep understanding of district office operations and the legislative process.

Our program is thoughtfully designed to provide interns with comprehensive exposure to various aspects of our office's functioning. Throughout the internship, participants will engage in activities such as working closely with constituents, conducting community outreach, supporting community-based organizations, organizing civic events and projects, managing databases, and gaining insights into the workings of the legislature. As an intern, you will actively assist our dedicated staff with special events, constituent services, legislative initiatives, and general administrative duties, providing you with valuable insights into the creation and processing of laws within the legislature.

We encourage interested college students to take advantage of this incredible opportunity by applying for our 2024 Spring Internship Program. Interested candidates are required to submit their application materials electronically. Assemblywoman Tennille R. McCoy and the 14th Assembly District Office eagerly await the chance to work alongside you, fostering your professional growth and enriching your understanding of public service.

### **Program Eligibility:**

- Applicants must be eligible to work in the U.S. and resident of the State of New Jersey
- Enrolled in a full-time accredited NJ undergraduate college, community college, or university.
- Must have a cumulative GPA of 2.5 or higher (on a 4-point scale)
- Selected participants must be available for the entire program

### **Key Responsibilities**

- Excellent written and oral communication skills
- Strong organizational skills and ability to work with minimal supervision
- Critical thinking and creative problem solving
- Ability to manage multiple tasks and completing deadlines simultaneously
- Proficient in using Microsoft Word and Excel
- Active involvement in monitoring District and State issues, current events and relevant legislation
- Assist in research and planning of upcoming events and projects
- Provide accurate and complete information to constituent inquiries and community issues
- Assist with and maintain office procedures, routine correspondence, telephone inquiries and special projects
- Assist with responding to a variety of constituent inquiries and issues
- Fluency in other languages in addition to English is a plus

### **Interests/Areas of Study:**

Preferred Majors: Social Sciences/Liberal Arts, Public Administration/Service, Political Science, Law, Government, Business Administration and Finance, Marketing, Communications,  
Majors in all accredited disciplines are accepted and encouraged to apply.

### **All applicants must provide the following:**

1. Completed application
2. Copy of a Résumé
3. Copy of your college transcript (unofficial transcripts are accepted)
4. Cover Letter
5. Letter of Recommendation

**Apply Here:** <https://forms.gle/f8AQW8vDd7TiuiJC7>

Please direct all questions to Jocelyn Wallace: [jwallace@njleg.org](mailto:jwallace@njleg.org)

**All applications are due by March 15th, 2024.**