



Rowan Institute for Public Policy & Citizenship

College of Humanities & Social Sciences

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Glassboro, NJ 08028

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# RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization County of Gloucester

Internship Coordinator \_\_\_\_\_ Coordinator's Phone / Email 856-853-3264

Location of Main Office Woodbury # of Summer 2024 Interns Accepted unlimited

Where will the internship be done?

XX In the main office \_\_\_\_\_ Remotely (student works from home) \_\_\_\_\_ Combo At-home & In-Office

Dates / Length of Summer 2024 Internship Flexible Required Hours/Week Flexible

Is there some type of salary or stipend? Yes If so, how much? Probably \$15/hour but depends on department

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

Please complete attached form and submit with your resume to:

**Gloucester County Human Resources Department**

**Phone: 856-853-3264**

**hrdept@co.gloucester.nj.us**

**In addition:**

**Gloucester County has established an internship agreement with Rowan University under the Federal Work Study Program (FWS). Students must meet certain criteria in order to participate in this program.**

**To find out if you qualify or to obtain more information regarding the Federal Work Study Program please contact:**

**Kevin S. Koett**

**Vice President for Student Life and Dean of Students**

**Phone: 856-256-4283**

**koett@rowan.edu**

Intern work areas: Clerical XX Research XX Errands XX Organizing XX

Please explain the work that will be required of the intern: General clerical duties, staffing events, assisting with taking photos, constituent work, updating databases, creating flyers, researching different level government events / meeting.

Will there be opportunities for the intern to observe:

Internal strategy sessions? XX Legislative sessions? \_\_\_\_\_ Committee hearings? \_\_\_\_\_

Is the intern expected to work evenings and weekends? If so, please explain.      **No evenings unless intern has interest in attending county commissioner meetings. Sometimes, community events will take place on a weekend.**

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

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**COUNTY OF GLOUCESTER  
APPLICATION FOR INTERNSHIP**

*Frank J. DiMarco, Commission Director*

*Board of County Commissioners ~ 2 South Broad Street, Woodbury, NJ 08096*

Today's Date: Year \_\_\_\_\_ Month \_\_\_\_\_ Day \_\_\_\_\_

Year in College: 1 2 3 4 5 6

What College are you attending? \_\_\_\_\_

**Course of Study**

Major \_\_\_\_\_

Minor \_\_\_\_\_

Is your internship for credit or experience? Please check one.

Credit      Experience      Ride-a-long (Animal Shelter)      Federal Work Study

If credit, how many credit hours? \_\_\_\_\_

Are you interested in a paid or non-paid internship? Please check one.

Paid                      Non-Paid                      Both

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Home Address (if different): \_\_\_\_\_

Municipality: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

(Email) \_\_\_\_\_

List any technical or business skills you think will fit you for work with us:

\_\_\_\_\_  
\_\_\_\_\_

Days Available:                      M                      T                      W                      Th                      F                      S                      S

Date available to start \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

For more information call (856) 853-3264  
(Website: [www.gloucestercountynj.gov](http://www.gloucestercountynj.gov) - Email: [hrdept@co.gloucester.nj.us](mailto:hrdept@co.gloucester.nj.us))