

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization Office of Congressman Josh Gottheimer

Internship Coordinator Zachary Newman Coordinator's Phone / Email 201-414-2661

Location of Main Office 203 Cannon House Office Building Washington, D.C. # of Summer 2024 Interns Accepted

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 May 15, 2024 - August 30, 2024 Required Hours/Week 20+

Is there some type of salary or stipend? yes If so, how much? TBD.

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

Applicants should submit their resume, cover letter and references to our office by March 3, 2024. Applicants will then be interviewed by our intern coordinator and then approved by the Congressman.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: In Washington, DC, interns' responsibilities will vary. They will be asked to answer phones, run errands, research legislation for the Member and legislative staff, attend hearings and briefings, and answer constituent letters on various issues before the House. As a result, interns learn about the legislative process and the many other functions of a congressional office.

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)*

When interviewing the applicants should have an understanding of the Congressman's work in Congress and the areas of legislation he has and continues to work on.