



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 ___Congressman Tom Kean Jr. _____

Internship Coordinator _Kristen Doran___ Coordinator’s Phone / Email ___Kristen.Doran@mail.house.gov
 Noelle.Carey@mail.house.gov_____

Location of Main Office _____Bernardsville, NJ or Washington,DC_____ # of Summer 2024 Interns Accepted
 ___2_____

Where will the internship be done?

___Yes___ In the main office ___ Remotely (student works from home) ___ Combo At-home & In-Office

Dates / Length of Summer 2024 Internship ___Late May-August (12 weeks)_____ Required Hours/Week
 ___12_____

Is there some type of salary or stipend? ___Yes_____ If so, how much? _____12\$/hour_____

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

___Our summer intern application portal opens on March 1st and closes on March 22nd on kean.house.gov, and we require your resume and cover letter detailing why you would like either an in district or DC internship, although DC internships have different requirements, including staying in DC, hosting tours, walking the member to committee meetings, etc. Kristen is the contact for District Internships, and Noelle is the contact for DC internships. Please feel free to reach out to either of us via email with questions. _____

Intern work areas: Clerical ___Yes___ Research ___Yes___ Errands ___ Organizing ___Yes___

Please explain the work that will be required of the intern: ___Speaking with constituents on the phone, helping us update district information, write outgoing district correspondence, attend in district events with staff. _____

Will there be opportunities for the intern to observe:

Will be able to meet the congressman, attend field events with staff, listen to team meetings, etc

Is the intern expected to work evenings and weekends? If so, please explain. Varied, from time to time interns will have to attend weekend and evening events, likely 2-4times over the course of their internship with us in the form of in district events, but never to exceed their allocateddc12 hour week. _____

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

_____Please complete a thorough application through our internship portal on kean.house.gov , even if you do reach out to myself or Noelle, as that is how we process all of our internship requests. We have a firm closing of our portal on March 22nd, and **do not accept applications after our portal is closed**. Qualified entrants will have to interview with the respective offices via Teams or Zoom. Again, feel free to reach out with any questions!