

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization District 11 Legislative Office

Internship Coordinator Lexi Santiago Coordinator's Phone / Email asantiagonjleg@gmail.com 732-695-3371

Location of Main Office 802 West Park Ave Suite 302 Ocean NJ # of Summer 2024 Interns Accepted 2

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 up to the intern Required Hours/Week 180 total

Is there some type of salary or stipend? No If so, how much? _____

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

The intern would submit a resume and cover letter. Then would be selected to interview for the internship.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: The intern will be assisting in constituent needs via email and phone calls, researching legislation, and attending community events.

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. If the intern would like they can participate in evening and weekend opportunities but not required.

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

If you would like to learn more about the legislative process in NJ and how a legislative office operates it is a great experience!