



**Rowan Institute for Public Policy & Citizenship**  
 College of Humanities & Social Sciences  
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## RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization \_\_New Jersey Legislative District 13

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Internship Coordinator \_Petrina Picerno\_\_\_\_\_ Coordinator’s Phone / Email (732) 444-1838, [ppicerno@njleg.org](mailto:ppicerno@njleg.org)

Location of Main Office 101 Crawfords Corner Road, Suite 4332, Holmdel, NJ # of Summer 2025 Interns Accepted 1

Where will the internship be done?

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

Dates / Length of Summer 2025 Internship June – August, 2025\_\_\_\_\_ Required Hours/Week \_1 work day, (8 hours)

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)*

Virtual Interview, selection to be completed by the end of March, 2025.

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Intern work areas:    Clerical \_\_x\_    Research x\_\_\_    Errands \_\_\_    Organizing \_\_\_

**Please explain the work that will be required of the intern:** The intern will be assisting the Chief of Staff in research with regard to legislation. This may include communications with constituents and community leaders, in addition to state agencies and other local legislative offices. Also, the intern will be assisting the Director of Constituent Affairs and Legislative Aide with the intake of new constituent advocacy concerns as they are requested of the Senator’s office through both community leaders, residents, and local organizations; as well as assist with various day-to-day communication with constituents.

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\_\_\_\_\_