



Rowan University

Rowan Institute for Public Policy & Citizenship
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Available all year
+ better when legislature in session ☺

RIPPAC Internship Guide - Summer 2024

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization Sen. Vitale, Spkr. Coughlin + Asw. Lopez

Internship Coordinator Laurie McCabe Coordinator's Phone / Email 732-855-7441 senvitale@njleg.org

Location of Main Office Woodbridge, # of Summer 2024 Interns Accepted 1

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 Flexible Required Hours/Week Flexible

Is there some type of salary or stipend? None - sorry If so, how much? what we don't offer in \$ we offer in great experience

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

Email resume "Attn Laurie" in subject

Interview

Assess availability + whether we have openings.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Asst. District office staff w/ daily work, research policy issues, answer constituent correspondence...

Will there be opportunities for the intern to observe: If you intern when legislature in session (Sept - June)
Internal strategy sessions? Legislative sessions? Committee hearings?

Is the intern expected to work evenings and weekends? If so, please explain. No, however

you will be invited to community events that you may attend if you wish
Do you have any suggestions for the applicants? (Please use additional pages if necessary)

The Legislature meets on Monday + Thursday - usually from Sept - June - You'll want to incorporate at least one of those weekdays + months into schedule. As a joint office - our interns have chance to see both the Senate + Assembly at work.