



Rowan Institute for Public Policy & Citizenship
 College of Humanities & Social Sciences
 207A Bunce Hall
 201 Mullica Hill Road
 Glassboro, NJ 08028

856-256-5832
 856-256-5668 (fax)
 dworkin@rowan.edu

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization _Fourth Legislative District (Sen Moriarty, Asm Hutchison, Asm Miller)_

Internship Coordinator _John Saban_ Coordinator’s Phone / Email 856-232-6700 jsaban@njleg.org

Location of Main Office Washington Twp/ Gloucester Twp # of Summer 2024 Interns Accepted 1-4

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 _____ Required Hours/Week 15-25

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)*

_For anyone interested in an internship, they can please send their resume to John Saban, Chief of Staff at JSaban@njleg.org and our office will be in touch from there to set up an interview. _____

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: _Responsibilities for interns can include but are not limited to: helping with constituent casework, research for legislation, helping build constituent/governmental contact lists, and helping staff legislative booths.

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. Evenings will not be expected. Our office hours are 8:30am-5:00pm Monday-Friday, but interns may be asked to assist with staffing government booths at a variety of outreach events based on the interns availability. _____

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

Applicants can expect to learn the inter-workings of a legislative office, and the legislative process. At the end of an intern’s time in our office, they will be well-versed in State agencies and how to assist constituent’s with State-related problems. _____