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RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization New Jersey 5th District Legislative Office

Internship Coordinator Von Purnell Jr__ Coordinator’s Phone / Email vpurnelljr@njleg.org/856-853-2960_____

Location of Main Office _231 Market Street Camden, NJ_ # of Summer 2024 Interns Accepted __6_____

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 _10-18_____

Is there some type of salary or stipend? ___No_____ If so, how much? _____N/A_____

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

_Generally, we take on interest of an intern on a rolling basis but try to coincide with the typical academic semester. If a person is interested, they would need to contact me via phone on email and then send a resume and a writing sample of any kind. From there we find a date/time for a phone interview and proceed from there if applicant is deemed approved.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: _interns will be tasked with clerical items and constituent intake. Additionally, interns may be asked to do research on an area of legislation or assist with organizing internal reports/files. Not a requirement, but interns may be asked to attend an educational lecture from OLS via Zoom, depending on the schedule of OLS

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. ___there may be opportunity for various events that occur in the evening or on the weekend. If their schedule permits, we may ask interns to attend.

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