

## RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization Legislative Office of Greenwald and Lampitt

Internship Coordinator Chris Nelson Coordinator's Phone / Email 856-435-1247; cnelson@njleg.org

Location of Main Office 1101 Laurel Oak Road, Suite 150, Voorhees, NJ # 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 – usually length of break Required Hours/Week 24 - flexible

Is there some type of salary or stipend? no If so, how much?  
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What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

We ask for a resume, cover letter, and writing sample. They may be sent to [cnelson@njleg.org](mailto:cnelson@njleg.org).

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: Summer interns assist in office management, data entry, legislative research and development, and event staffing. Interns will be given the opportunity to attend formal hearings wherever possible and learn the ins and outs of staffing a legislator.

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 weekend work.

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