

RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization NJ8th Legislative District Office

Internship Coordinator Marilyn Bozarth Coordinator's Phone / Email mbozarth@njleg.org

Location of Main Office Elmwood Business Park # of Summer 2024 Interns Accepted 1

Where will the internship be done? 767 Rt 70 East Suite B-101
Evesham NJ 08053

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

Dates / Length of Summer 2024 Internship June - when school starts Required Hours/Week 15hrs max
with high flexible schedule

Is there some type of salary or stipend? N/A If so, how much? _____

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

please have resumes in + sent by
→ would love to set up a zoom or in person apt.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: research on bills, write
letters of support, learn how to do happy letters, be
involved in district day of service, help with mailers +
more.

Will there be opportunities for the intern to observe: → summer session begins - will be able to sit in meeting +
Internal strategy sessions? Legislative sessions? Committee hearings? go to events

Is the intern expected to work evenings and weekends? If so, please explain. if there is an
event on the weekend they are able to attend/want

Do you have any suggestions for the applicants? (Please use additional pages if necessary) to - not required
Showcase your experience, or any relevant
experience, research/look us up - do your homework,
demonstrate enthusiasm, practice interviewing skills
+ have fun!