



# Rowan University

Rowan Institute for Public Policy & Citizenship

College of Humanities & Social Sciences

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## RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization Legal Services of New Jersey

Internship Coordinator Patti Koncius Coordinator’s Phone / Email 732-529-8206/pkoncius@lsnj.org

Location of Main Office \_\_\_\_\_ Edison, NJ \_\_\_\_\_ # of Summer 2024 Interns Accepted \_\_\_4-6\_\_\_\_\_

Where will the internship be done?

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

Dates / Length of Summer 2024 Internship Flexible\_June to early August Required Hours/Week 12 hrs minimum\_

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)*

\_\_\_\_\_ Send resume and cover letter to jobs@lsnj.org\_\_\_\_\_

\_\_\_Consideration of Summer 2024 interns will begin in April 2024.\_\_\_\_\_

Intern work areas: Clerical \_\_\_ Research \_\_\_ Errands \_\_\_ Organizing \_\_\_

Please explain the work that will be required of the intern. It involves working on our legal hotline, reaching out to people who have completed an on-line intake form, gathering additional information and setting appointments for referral to an attorney. Depending on your progress and the length of the commitment students may be trained to answer phones and do direct telephone intake. The position requires sensitivity, attention to detail, and explicit recognition of the scope of attorney-client confidentiality. Those with bilingual ability will be placed on foreign language line.

Will there be opportunities for the intern to observe:

Internal strategy sessions? \_\_\_No\_\_\_ Legislative sessions? \_\_\_No\_\_\_ Committee hearings? \_\_\_No\_

Is the intern expected to work evenings and weekends? If so, please explain.

\_\_\_No\_\_\_\_\_

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