

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization ____NJ Chamber of Commerce_____

Internship Coordinator _Amirah Hussain_ Coordinator's Phone / Email __amirah@njchamber.com

Location of Main Office _____Trenton, NJ_____ # of Summer 2024 Interns Accepted ____1-2_____

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 __July 2024-June 2025_ Required Hours/Week _2 days per week_____

Is there some type of salary or stipend? ___yes_____ If so, how much? _____Minimum Wage_____

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

__Internships at the Chamber are part of our Payne Scholar Program. In order to get the most out of this program, we ask our interns to make a longer term commitment. This means they are typically with our organization for 8-12 months. _____

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: _Policy Research, Bill research, committee hearing notes, event planning, registration desk, attending Chamber events and more_____

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. __We do hold some events in the evening, but attendance is not required at all of them. _____

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

__Please email a resume and letter of interest to Amirah Hussain at amirah@njchamber.com. Legislative knowledge is preferred. _____