

## RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization New Jersey Senate (Republican Office)

Internship Coordinator Kyle Fischer Coordinator's Phone / Email KFischer@njleg.org

Location of Main Office New Jersey State House, Trenton, NJ # of Summer 2024 Interns Accepted 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 May 15, 2024 through August 30, 2024 Required Hours/Week 20

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

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

Please submit resume and cover letter to kfischer@njleg.org by May 1

Intern work areas: Clerical  Research  Errands  Organizing

Please explain the work that will be required of the intern: Assist communications team with research, press releases, social media content, website administration, and other communications-focused tasks.

Will there be opportunities for the intern to observe:

Internal strategy sessions? Yes Legislative sessions? Yes Committee hearings? Yes

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)*