

RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization New Jersey Business and Industry Association (NJBIA)

Internship Coordinator Kyle Sullender/Chris Emigholz Coordinator's Phone / Email ksullender@njbia.org

Location of Main Office Trenton, NJ # of Summer 2024 Interns Accepted Varies

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-August Required Hours/Week Minimum 14

Is there some type of salary or stipend? YES If so, how much? \$16/hr

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

Applicants will be required to submit a completed application form, two letters of recommendation, cover letter, and writing sample by 11:59 p.m. on Thursday, April 25, 2024. Applicants with incomplete applications will not be considered. Selected candidates will be invited to participate in a virtual interview with member(s) of the government affairs team. Applications will be submitted here: <https://njbia.org/internship-application/>.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Interns assist the government affairs team by conducting policy research, tracking legislation, attending meetings and legislative committees, and other tasks as assigned.

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, all work is conducted during business hours.

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

Reach out early with any questions about the internship or application process. In your cover letter, clearly articulate your previous experience in areas related to the internship duties as described above as well as your reason for wanting to work with NJBIA and support New Jersey's the business community.