

## RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization The Office of Congressman Donald Norcross

Internship Coordinator Dalin Hackley Coordinator's Phone / Email 856-427-7000; Dalin.hackley@mail.house.gov

Location of Main Office Cherry Hill # of Summer 2024 Interns Accepted 5

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 5/13 – 9/2 Required Hours/Week 16

Is there some type of salary or stipend? yes If so, how much? \$ 750

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

- Cover letter, 2-3 Professional References, Resumé
- I really would like to have applications by April 15<sup>th</sup>

Intern work areas:    Clerical     Research     Errands     Organizing

Please explain the work that will be required of the intern: Interns in our office help answer

constituent calls, voicemails, mail as well as help organize for events & help recognize constituents through drafting & creating congressional commendations.

Will there be opportunities for the intern to observe: assist caseworkers

Internal strategy sessions? N/A    Legislative sessions? N/A    Committee hearings? N/A

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

during the summer that take place on weekends or after hours. Interns are expected to attend some not all of these events

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

I would recommend applying if you are interested in seeing the inner workings of a congressional district office. If you have a passion for service and assisting fellow constituents, this may be the space for them.