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RIPPAC Internship Guide – Summer 2024

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

Name of Company / Association / Organization _____ Office of U.S. Senator Cory A. Booker_____

Internship Coordinator _Melissa Maselli_ Coordinator’s Phone / Email _856-338-8922 /
 Melissa_Maselli@booker.senate.gov____

Location of Main Office __Camden, NJ____ # of Summer 2024 Interns Accepted __3-6____

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 __Applicants will chose 1 of 2 sessions: May 21 – June 28, 2024 or July 2 –
 August 9, 2024____ Required Hours/Week _Minimum of 30 hours weekly____

Is there some type of salary or stipend? _Stipend or Credit__ If so, how much? _____

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

The application deadline for both sessions is April 26, 2024 at 11:59PM. Applicants will be asked to create a profile and sign in to complete our application. An applicant will need to fill out our questionnaire and upload a Resume, Cover Letter, Transcript and Writing Sample.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: Interns in our Camden and Newark office assist our state team with a broad range of constituent-focused tasks. In addition to general office duties, such as answering phones and processing incoming mail and email, interns will also accompany staff to local community events, draft memos for various events, track constituent opinions on certain issues, and conduct research.

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_____

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



CORYBOOKER

UNITED STATES SENATOR FOR NEW JERSEY

Summer 2024 Internship Program

Newark | Camden | Washington, DC

Senator Booker is excited to announce his office's Internship Program in the Washington, DC, Newark, NJ, and Camden, NJ offices. Internships are available in Senator Booker's Washington, D.C., Newark, NJ, and Camden, NJ offices and provide an excellent way to learn first-hand how

Congress works. Interns in our Camden and Newark office assist our state team with a broad range of constituent-focused tasks. In addition to general office duties, such as answering phones and processing incoming mail and email, interns will also accompany staff to local community events, draft memos for various events, track constituent opinions on certain issues, and conduct research.

For more information, applicants should visit:

<https://www.booker.senate.gov/services/internships>

Sessions	Application Deadline
Session I: May 21 - June 28 Session II: July 2 - August 9	Friday, April 26, 2024 at 11:59PM

Directions to our application: (Please complete the application online)

- Go to <http://www.booker.senate.gov/>
- Click Tab 'Services'
- Click Tab 'Internship Applications'
- Create account and submit all documents

Upon submitting your application, you will receive a confirmation of receipt via email. Please note that we are unable to offer an internship to all applicants. Preference will be given to New Jersey residents.

If you have any questions regarding our program, please email Internship@booker.senate.gov

<p>WASHINGTON OFFICE 359 Dirksen Senate Office Building Washington, DC 20510 Phone: (202) 224-3224 Fax: (202) 224-8378</p>	<p>CAMDEN OFFICE One Port Center 2 Riverside Drive, Suite 505 Camden, NJ 08101 Phone: (856) 338-8922 Fax: (856) 338-8936</p>	<p>NEWARK OFFICE One Gateway Center 23rd Floor Newark, NJ 07102 Phone: (973) 639-8700 Fax: (973) 639-8723</p>
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