

RIPPAC Internship Guide - Summer 2024

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization Senator John F. McKeon

Internship Coordinator Alex Keiser Coordinator's Phone / Email (973) 377-1606

Location of Main Office Madison, NJ # of Summer 2024 Interns Accepted 0

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 - Aug 24 Required Hours/Week TBD / none set

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

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

Submission resume / cover letter

senmckem@njleg.org / jtrud@njleg.org
Intern work areas: Clerical Research ~~Editing~~ Organizing

Please explain the work that will be required of the intern: general office, filing, phones, drafting, microsoft word, constituent work

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)

Be enthusiastic, curious, and ready to work