

RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization Office of Senator Andrew Zwicker

Internship Coordinator Kayleigh Lavornia Coordinator's Phone / Email 973-259-5987
klavornia@njleg.org

Location of Main Office 2 Clerico Ln, Hillsborough NJ 08844 # of Summer 2024 Interns Accepted 2 - 8

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 June - August 2024 Required Hours/Week 12-15 hrs/wk

Is there some type of salary or stipend? no If so, how much? _____

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

Applicants can send resume + letter of interest to klavornia@njleg.org

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: legislative research, constituent response, outreach + scheduling

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)

See attachment provided.

Legislative Internship Job Description

Summary

The Office of Senator Andrew Zwicker is currently accepting applications for our Summer 2024 internship in Central New Jersey. Interns work in all departments and should be prepared for their experience to span administrative, scheduling, and legislative work.

Tasks may include, but are not limited to: attending meetings and briefings, researching legislative initiatives, drafting constituent correspondence, tracking media coverage and more. This position requires strong attention to detail.

Ties to the 16th District are strongly preferred. Generally, interns must be able to commit to 12-15 hours per week (with flexibility depending on interns' school schedules). This is a hybrid position, the office is located in Hillsborough NJ.

TIME COMMITMENT

12-15 Hours/week

START DATE

For Spring applicants

Immediately

For Summer Applicants

June 1st, 2023 (college)

July 1st, 2023 (high school)

APPLICATION DEADLINE

Rolling applications accepted for spring applicants, May 1st for summer applicants

EXPERIENCE LEVEL

Entry level

SALARY

There is no salary for this position.

To apply, please send a resume and a brief letter of interest to the Senator's Chief of Staff, Kayleigh Lavernia, at klavernia@njleg.org

Legislative Internship Job Description

Summary

The Office of Senator Andrew Zwicker is currently accepting applications for our Fall/Winter 2023 internship in Central New Jersey. Interns work in all departments and should be prepared for their experience to span administrative, scheduling, and legislative work.

Tasks may include, but are not limited to: attending meetings and briefings, researching legislative initiatives, drafting constituent correspondence, tracking media coverage and more. This position requires strong attention to detail.

Ties to the 16th District are strongly preferred. Generally, interns must be able to commit to 12-15 hours per week (with flexibility depending on interns' school schedules). This is a hybrid position, the office is located in Hillsborough NJ.

TIME COMMITMENT

12-15 Hours/week

START DATE

Immediately

APPLICATION DEADLINE

Rolling applications accepted for fall and winter applicants.

EXPERIENCE LEVEL

Entry level

SALARY

There is no salary for this position.

To apply, please send a resume and a brief letter of interest to the Senator's Scheduling and Community Outreach Coordinator, Kayleigh Lavernia, at klavernia@njleg.org