



Rowan University

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RIPPAC Internship Guide – Summer 2025

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

Name of Company / Association / Organization Checkmate Strategies
Internship Coordinator Chris / Amanda Coordinator's Phone / Email 609 731-0770 / chris@checkmatestrategies.com
Location of Main Office 12 Broad St Suite 303A Red Bank 07701 # of Summer 2025 Interns Accepted 2

Where will the internship be done?

☒ In the main office ☐ Remotely (student works from home) ☐ Combo At-home & In-Office

Dates / Length of Summer 2025 Internship May - August Required Hours/Week 10

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)

Intern work areas: Clerical ☒ Research ☒ Errands ☐ Organizing ☒

Please explain the work that will be required of the intern: A mix of organizational work + practical company experience.

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. If they want to. Not required.

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