



RIPPAC Internship Guide – Summer 2025

Please complete and EMAIL to: RIPPAC@rowan.edu

Name of Company / Association / Organization ____Office of Assemblyman Balvir Singh

Internship Coordinator ____Andrew Dean Coordinator's Phone / Email ____adean@njleg.org_____

Location of Main Office ____8008 US 130 N, Delran NJ_____ # of Summer 2025 Interns Accepted ____2_____

Where will the internship be done?

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

Dates / Length of Summer 2025 Internship ____June - August_____ Required Hours/Week ____10_____

Is there some type of salary or stipend? ____No_____ If so, how much? ____N/A_____

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

____Students can apply by sending their resume and cover letter to myself at adean@njleg.org and there will be a virtual interview to meet candidates, should we move forward with their application._____

Intern work areas: Clerical ____X____ Research ____X____ Errands _____ Organizing _____

Please explain the work that will be required of the intern: ____Interns will assist in the day to day operations of our legislative office, including legislative research, assisting constituent cases, and staffing events on week day evenings and weekends as needed._____

Will there be opportunities for the intern to observe:

Internal strategy sessions? ____X____ Legislative sessions? _____ Committee hearings? _____

Is the intern expected to work evenings and weekends? If so, please explain. ____There are some events in the district that are scheduled on work evenings and weeknights that the intern may be asked to staff to provide office and state resources and hours will be flexed accordingly._____

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

__ Please reach out if they have an interest in civil service, as well as local and state government, and want to gain experience in a state legislative office and the legislative process.
