



# Rowan University

**Rowan Institute for Public Policy & Citizenship**

College of Humanities & Social Sciences

207A Bunce Hall

201 Mullica Hill Road

Glassboro, NJ 08028

856-256-5832

856-256-5668 (fax)

dworkin@rowan.edu

## RIPPAC Internship Guide – Summer 2025

**Please complete and EMAIL to: [RIPPAC@rowan.edu](mailto:RIPPAC@rowan.edu)**

Name of Company / Association / Organization Assemblyman Clinton Calabrese New Jersey Legislature District 36

Internship Coordinator Daisy Jimenez Coordinator's Phone / Email 201-943-0615 / [asmcalabrese@njleg.org](mailto:asmcalabrese@njleg.org)

Location of Main Office 613 Bergen Blvd Ridgefield, NJ # 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 8-12 Weeks Flexible June-August Required Hours/Week 15 hours/week

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)*

Please submit resume, cover letter and writing sample to [asmcalabrese@njleg.org](mailto:asmcalabrese@njleg.org).

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

**Please explain the work that will be required of the intern:** Legislative interns will support the daily operations of Assemblyman Calabrese's office by conducting transportation and environmental policy research, assisting with constituent services, tracking legislation, preparing materials for hearings and events, and engaging in community outreach and administrative tasks.

**Will there be opportunities for the intern to observe:**

Internal strategy sessions? Yes Legislative sessions? In June, yes. Committee hearings? Possibly in June.

**Is the intern expected to work evenings and weekends? If so, please explain.** No, but there may be optional events. If they are helping to coordinate the event then we'd expect them to schedule it for a day they can be there.

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

Applicants should tailor their resume and writing sample to highlight relevant experience, research the Assemblyman's focus on transportation and environmental policy, stay proactive and organized during the internship, build relationships with staff and policymakers, and take initiative in learning legislative processes to maximize their experience and future opportunities.